

CAMERON UNIVERSITY ATHLETICS



Athletics Staff Manual 2022-23



CAMERON UNIVERSITY



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NCAA Division II

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CAMERON UNIVERSITY ATHLETICS 2020-21 DIRECTORY

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INTRODUCTION



This handbook has been prepared for coaches at Cameron University to simplify NCAA, Lone Star Conference (LSC) and Institutional policies/procedures for keeping accurate records. As an athletic department staff member, you are responsible for knowing NCAA, LSC and Cameron University policies and procedures. In addition, you are responsible for completing compliance tasks in an efficient, effective, and timely manner.

Athletics Mission Statement

Since it is a major purpose of the University to provide the opportunity for all students to develop to the fullest possible degree all desirable abilities and skill, it shall be the purpose of intercollegiate athletics to provide the opportunity for each student to attain proficiency in academic and athletic endeavors. The program shall be conducted in the realization that athletics is not an end in itself, but merely one of the contributing factors in the total education of the student.

Athletics Philosophy

Cameron University is a multi-purpose university recognizing that the educational process includes the development of the intellectual, cultural, social, physical, moral and occupational capacities of persons who participate in its programs and activities. The University desires to assist its students in acquiring skills, knowledge, values, and attitudes that will enable them to lead creative, productive and self-fulfilling lives. Cameron realizes that intercollegiate athletic participation is an optional, but important part of the educational process. All athletic programs comply with the same academic priorities and values as any other campus program. SA(s) are selected and retained on the basis of both their academic qualifications and athletic ability. SA(s), whether or not they are receiving athletic financial assistance, are encouraged to achieve academic and athletic success. The University in turn, has a responsibility to each SA to provide the tools necessary to achieve that success. In addition, Cameron is committed to preparing SA(s) to be good citizens, leaders and contributors not only on campus, but in their communities.

Cameron's intercollegiate athletic programs compete in the National Collegiate Athletic Association (NCAA) Division II as a member of the Lone Star Conference. All athletic participation is conducted in accordance with the Constitution and Bylaws of the Lone Star Conference and the NCAA. Athletic departmental policy supports the principles of sportsmanship and ethical conduct, as well as, ensures adherence to all NCAA rules as they pertain to SA(s), athletics staff and institutional staff. All SA(s) are subject to the academic standards set forth by institutional, conference, and NCAA policies and rules. Cameron strives to ensure their SA(s) achieve their athletic and academic potential by employing coaches who are educators committed to the educational mission and who are interested in the physical, emotional, and social welfare of all team members, to include but not limited to gender issues, ethnic diversity, and sexual orientation related issues. In addition, the University continues to move toward equal opportunity as provided by Title IX and the Office of Civil Rights guidelines, for all SA(s) and athletic staff.

Cameron University is committed to a philosophy of institutional control of athletics and the accountability for the academic and financial integrity of its programs through the strong leadership of the University President and administrative personnel. All transactions of funds and development of budgets in connection with intercollegiate athletics are channeled through the institution's normal procedures. As a member of Division II, Cameron University believes that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the university's educational mission and the educational welfare of our SA(s) are of primary concern.

Gender Equity

The Cameron University Department of Athletics is committed to fair and equitable opportunities and treatment of SA(S) of both genders, intentionally working to maintain an atmosphere of Title IX compliance and NCAA-based gender equity best practices for all processes, procedures and policies at Cameron University. The university currently offers a total of 15 varsity sports for men and women. These include the women's sports of basketball, tennis, volleyball, softball, golf and cross country indoor/outdoor track. Men's sports include baseball, basketball, tennis, golf and cross country indoor/outdoor track. According to the NCAA Gender Equity Task Force, "An athletics program can be considered gender equitable when the participants in both men's and women's sports programs would accept as fair and equitable the overall program of the other gender. No individual should be discriminated against on the basis of gender, institutionally or nationally, in intercollegiate athletics."

Diversity and Inclusion

In order to fully realize the university's mission and vision, the Cameron Athletics Department is committed to actively fostering diversity, inclusion and a cultural competency throughout our programming, development, hiring and operational efforts. To attain these objectives, Cameron University Athletics will:

- Uphold the NCAA's core value of diversity which implores a commitment to, "creating and supporting an inclusive culture that fosters equitable participation for SA(s)."
- Create, sustain and support the University's policy which fosters a culture of diversity with respect to gender, race, religious affiliation, national origin, age, disability and sexual orientation.
- Use continued education, self-assessment, and dialogue as tools to nurture a diverse intercollegiate athletic community.
- Promote diversity in employment opportunities for coaches, staff and administrators.
- Promote tolerance through a free and open exchange of ideas.

Ethical Conduct

Cameron University athletics staff, to include volunteer staff members, are expected to abide by Bylaw 10 of the NCAA DIVISION II manual. This bylaw addresses that unethical conduct by a current institutional staff member may include, but is not limited to, the following:

- a) Refusal to furnish information, to the NCAA or institution, relevant to an investigation of a possible NCAA rule violation,
- b) Knowing involvement in arranging for fraudulent academic credit or false transcripts,
- c) Knowing involvement in offering or providing an inducement, extra benefit, or improper financial aid to a current SA(s) or prospect,
- d) Knowingly furnishing the NCAA or institution false or misleading information concerning the investigation of a possible rule violation,
- e) Receipt of benefits for facilitating or arranging a meeting between a SA(s) and an agent, financial advisor, or representative or either of these individual groups.
- f) Knowing involvement in providing a banned substance or impermissible supplement to SA(s), or knowingly providing medications to SA(s) contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law.
- g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of course, grades, test scores);

- h) Fraudulence or misconduct in connection with entrance or placement examinations
- i) Engaging in any athletes competition under an assumed name or with intent otherwise to deceive; or
- j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility or the institution's athletics department regarding an individual's amateur status.

Sports Wagering

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student- athlete's own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include but are not limited to the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

Wager

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

Sports Wagering Activities

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

- Staff members of an institutions' athletics department;
- Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- Staff members of a conference office; and
- SA(s)

Scope of Application

The prohibition against sports wagering applies to any sport or institutional practice or competition (intercollegiate, amateur or professional) in a sport in which the association conducts championship competition.

Conduct of Athletics Personnel

Legislation governing athletics personnel can be found in Bylaw 11. You should be aware of "Conduct and Employment of Athletics Personnel," as it relates to contractual agreements, compensation & remuneration limits, employment of High School or Two-Year College Coaches and certification to recruit off campus.

Furthermore, expectations are high for Cameron University athletic staff members. "Above Reproach" is the mindset each and every staff member shall adhere to. If an athletic staff member does anything to embarrass, deceive or degrade Cameron University or the Athletic Department, on or off the field/court, it will be grounds for disciplinary action which could include termination of employment. Grievance procedures are located in the University Staff Handbook.

Note: Bylaw 11.1.5 & 17.1.9 prohibits the use of any tobacco product by players, coaches, managers, trainers, and game personnel. Cameron is a tobacco free campus

Philosophy on Self-Reporting Rules Violations

An important aspect of NCAA compliance is the self-reporting of secondary rules violations. It is virtually impossible at some point to not inadvertently violate a NCAA policy. Self-reporting these violations reflect a solid program of institutional control.

Secondary violations result in minor, if any, penalties, especially if they are infrequent and correctable. Therefore coaches and athletics staff should take a proactive stance in reporting such violations. Self-reporting is important for several reasons. Immediate awareness of a possible alleged violation (PAV) provides an opportunity for the department to correct the situation before it develops into a major infraction. Immediate awareness also identifies areas that can be addressed in departmental policy and/or continuing education programs. Unidentified problems, on the other hand, cannot be corrected.

Depending on the nature of the PAV, a speedy, objective and thorough investigation will be completed by the DC. In some instances, the AD and/or FAR may be involved in the investigative process.

Should a PAV be initiated by the NCAA enforcement staff, the athletics department, university staff, SA(s) and any representatives of athletics interests who may be involved or called on are expected to cooperate fully with the investigators. When appropriate, the institution will conduct its own investigation simultaneously and will turn in all pertinent findings to the conference or NCAA investigators. Please refer to Level 1 & 2 violation reference documents.

Office of Equal Opportunity/Title IX

One of the main functions of the Office of Equal Opportunity/Title IX is to provide a single location outside of the normal chain of command where students, faculty, staff and visitors can talk with someone about any possible discrimination issue, sexual harassment, and improper treatment by others, and any other possible violations of Federal and State laws and University policies. Initial contact is confidential.

Cameron University Equal Opportunity Policy:

The University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, housing, financial aid, and educational services.

Sexual Harassment/Sexual Assault Policy, (TITLE IX-VAWA)

Statement- The Board of Regents explicitly condemns sexual harassment of students, staff, and faculty. Sexual harassment is unlawful and those who engage in it will be subject to University sanctions, as well as, civil and criminal penalties.

Conduct prohibited by this policy may include, but is not limited to:

- Unwelcome sexual flirtation, advances, or propositions for sexual activity;
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- Sexually degrading language to describe an individual;
- Remarks of a sexual nature to describe a person's body or clothing;
- Display of sexually demeaning objects or pictures;
- Offensive physical contact, such as unwelcome touching, pinching, brushing against the body;
- Actions indicating that benefits will be gained or lost based in response to sexual advances;
- Coerced sexual intercourse;

- Sexual assault.

Consensual Sexual Relationship Policy

Statement - The University's educational mission is promoted by professionalism in faculty, staff, and student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty, staff, and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violates their duty to the University.

Consensual sexual relationships between employees and subordinate employees or subordinate students are prohibited. Violations of this policy may lead to disciplinary action up to and including termination and/or expulsion.

Racial and Ethnic Harassment Policy (Discrimination)

Statement - Diversity is one of the strengths of our society, as well as, one of the hallmarks of a great university. The University supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic, and multiracial. Respecting cultural differences and promoting dignity among all members of the University community are responsibilities each of us must share.

Discrimination Policy (Other Than Sexual or Racial/Ethnic Harassment)

Statement - The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including without restriction, those on temporary or part-time status, who believes that he/she has been discriminated or retaliated against should file a complaint under the Equal Opportunity Grievance Procedure.

Retaliation

Statement - Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

Equal Opportunity Grievance Policy

Statement - This procedure applies to persons who have complaints alleging discrimination based upon race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, status as a veteran or complaints alleging sexual harassment, consensual sexual relationships, racial and ethnic discrimination, harassment, or retaliation. Such persons may file their complaints in writing with the University Equal Opportunity Officer.

Your Individual Part in the EO Process

Statement - Whether you are a student, faculty, staff or even a visitor on campus you have a responsibility under the federal laws that pertain to equal opportunity.

Responsible Employee

A **responsible** employee includes any employee who:

- has the authority to take action to redress harassment, or
- has the duty to report harassment or other types of misconduct, or
- any student, coworker, or visitor could reasonably believe has the authority, or
- responsibility to report harassment or other types of misconduct.
 - Institutions must ensure that employees are trained regarding their obligation to report harassment to appropriate administrators.

- In the context of harassment, an institution has notice if a responsible employee knew, or in the exercise of reasonable care, should have known about the alleged harassment or violence.
- The institution may have a duty to investigate allegations even based on an anonymous report.

ALL ADMINISTRATIVE INDIVIDUALS, ALL COACHES, ASSISTANT COACHES, AND GRADUATE ASSISTANTS ARE CONSIDERED “RESPONSIBLE EMPLOYEES” FOR THE PURPOSE OF REPORTING ANY TITLE IX OR OTHER DISCRIMINATION ISSUES

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RECRUITING





An institutional staff member, full-time, part-time or volunteer coach, is not permitted to recruit off- campus until he/she has been certified on an annual basis as to knowledge of applicable NCAA rules by successfully completing required modules in the NCAA Learning Portal.

Definition of a “representative of athletic interests” is found in Bylaw 13. Representatives of athletic interests (boosters), in Division II only, may have on-campus contact and written communications with prospects. **Off-campus contact is strictly prohibited.** If a booster has written communication with a prospect, at your request, the material is subject to “permissible printed material” restrictions and legislation. Boosters **may not** make telephone calls to prospects at any time. Boosters will be provided education on an annual basis via printed material at all booster functions.

All coach staff members are obligated to follow all NCAA conference and institutional recruiting rules. Furthermore, it is the coaching staff member’s responsibility to educate/inform prospective student- athletes, their parents, legal guardians as early in the recruiting process as possible, the following:

- Applicable recruiting rules and penalties of those rules.
- NCAA, conference, and institutional athletic and academic eligibility requirements.
- NCAA Amateurism rules to include the organized competition rule.
- NCAA financial aid legislation with regard to external scholarships and there obligation report receipt of such aid and provide documentation.



Recruiting Periods



There are four “recruiting periods” of these - one will always be in effect: Contact Period

Evaluation Period Quiet Period Dead Period

Recruiting Calendars limiting contact and evaluation periods apply in the sports of basketball while all sports have recruiting dead periods. See Bylaw 13 for a complete listing of recruiting calendars.

Please refer to the “Quick-Reference Recruiting Chart” below. This chart will assist you in determining the type of activities that are permissible during the appropriate periods.

	CONTACT	EVALUATION	QUIET	DEAD
Off Campus Contact	Yes	No	No	No
Evaluations	Yes	Yes	No	No
Official and Unofficial Visits	Yes	Yes	Yes	No
Phone Calls	Yes	Yes	Yes	Yes
Written Correspondence	Yes	Yes	Yes	Yes

Points to Remember:

1. It is permissible to initiate a contact, telephone call, electronic transmission and/or provide athletically related recruiting materials, official visits and tryouts no earlier than June 15th immediately preceding the PSA junior year in high school.
2. Any form of electronic media transmission (e.g., text message, instant message, social media platforms) must be private between the recipient and the sender.
3. It is permissible to make unlimited contacts and phone calls no earlier than June 15th preceding PSA junior year in high school.
4. It is permissible to send unlimited electronic media no earlier than June 15th preceding PSA junior year in high school.
5. If contacted by a SA at NCAA DI or DII institution the SA name must appear in the Transfer Portal (TP), **BEFORE** any form of recruiting, to include requesting a transcript, can take place.
6. If contacted by a student at a NAIA institution, you must notify the Director of Compliance (DC) and he/she will inform the NAIA institution.
7. IF contacted by a student at any other four-year institution, contact the Compliance office.



Recruitment vs Non-Recruitment

NCAA

Actions by Staff Members that Cause a Prospective Student-Athlete to be Considered Recruited are:

1. Providing the PSA with an official visit.
2. Arranging an in-person, off campus encounter with the PSA or the PSA's parents.
3. Initiating or arranging a telephone contact with the PSA, or a PSA's family member on more than one occasion for the purpose of recruitment.
4. Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid.



Recruiting Definitions



Booster A promoter of Cameron University's athletics program who is known to have engaged in any of the following activities:

- Participated in or been a member of the Black & Gold Club, a sport specific club or joins the Cameron Gold Club;
- Contributed financially to CU Athletics, including the purchase of season tickets;
- Helped recruit prospects, even if you or another coach did not request assistance;
- Assisted in providing benefits to enrolled SA(s) or their families, or
- Promoted the university's athletics program in other ways.

Once identified as a booster an individual always keeps that identity.

Contact: Any face -to-face meeting between an institutional staff member, coach, or athletics representative and a prospect (or the prospect's parents or legal guardian) during which any dialogue occurs in excess of a greeting. Also, any face -to-face meeting that is prearranged, or that occurs at a prospect's school or at any competition or practice site, involving the prospect or the prospect's parent, is considered a contact regardless of the length of the conversation or that the conversation was not about recruiting.

Contact Period: The period when authorized coaching staff members are permitted to contact and evaluate prospects in person and off campus.

Dead Period: The period when it is not permissible for anyone associated with our institution to contact or evaluate prospects on or off CU's campus. The following restrictions also apply to you and other institutional staff members during a dead period:

- You may not visit a prospect's school.
- You may not permit prospects to make official or unofficial visits.
- Complimentary admissions to a prospect are prohibited.
- You may not speak at or attend a meeting at which prospects are present.
- You may, however write or telephone prospects during a dead period.

Evaluations: Any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

Evaluation Period: The period of time when authorized coaching staff members are permitted to assess the academic qualifications and athletics ability of prospects off the Cameron campus. In-person, off-campus recruiting contacts are not permitted during an evaluation period.

Official Visit: A prospect's trip to CU's campus, which is financed in whole or in part by the Athletic Department.

Prospect: A student in the ninth grade or above, including students in prep schools, junior colleges, and individuals who have officially withdrawn from four-year schools. Any student not yet in the ninth grade becomes a prospect if you provide him or her with any financial aid or other benefits that are not generally provided to prospective students.

Quiet Period: The period when authorized institutional staff members are permitted to make in-person contacts with prospects only on your campus. In-person, off-campus contact and evaluations are not permitted during a quiet period.

Recruiting: Any solicitation of a prospect (or a member of a prospect's family) by your staff or a representative of our athletics interests to encourage the prospect to enroll at CU and participate in our athletics program.

Unavoidable Incidental Contact: Unplanned contact between a prospect and one of our boosters, in general, such contacts are not considered recruiting if the conversation does not go beyond ordinary civility, and the booster does not try to persuade the prospect to attend our institution.

Unofficial Visit: A trip to CU paid for by a prospect. If you, your staff or a booster pays for any of the prospect's travel expenses or entertainment, the visit becomes official. There are 3 exceptions

- You may provide transportation to a prospect to view off-campus practice and competition sites of the prospect's sport and other college facilities. An institutional staff member must accompany the prospect.
- You may provide up to five complimentary admissions to on-campus athletics events, in which CU teams compete, for the use of a prospect and his/her family, friends or who accompany the prospect to your campus, excluding a conference tournament.
- You may provide the prospect and prospect's parents or legal guardians with one meal on or off campus in the locale of the institution.



National Letter of Intent

NCAA

Provisions of the National Letter of Intent

- A written financial aid agreement for one academic year must accompany the National Letter of Intent (NLI) or it is a null & void document. Furthermore, the award shall not be less than \$100.00 dollars.
- The PSA and the parents must sign the NLI within 7 days of issuance or it will be invalid.
- Parents must sign the NLI if the prospect is under 21.
- After a PSA signs the NLI with another institution, all recruitment must cease (it is the PSA responsibility to notify **you** that they have signed the NLI).
- Publicity concerning a prospect's commitment to attend CU shall occur only after the NLI has been returned to the institution. A faxed copy will be sufficient for publicity purposes. However, original documents must be secured and maintained in the recruiting file.
- Institutional staff members, including coaches, are expressly prohibited from the site of the signing or at any other pre-arranged site if a media representative is present when a prospective student-athlete accepts an offer made by the institution.
- Institutional staff members **may not** deliver the NLI.
- Prospects may sign the NLI on campus as long as the media is not present and parents / guardians are available to sign, when necessary.

Requesting a National Letter of Intent and or a Financial Aid Agreement

- Once the prospect returns a signed NLI & Financial Aid Agreement (FAA), submit all copies and the recruiting file/folder to the DC. (Make copies for your records)
- One copy of the FAA & NLI will be filed with conference office.
- Should it be determined that the NLI is null and void, for any reason, DC will notify the prospect informing them that the NLI is null and void but the FAA is still in effect **OR** re-issue the NLI if warranted.



NCAA Eligibility Center



Essential Facts

- All students initially enrolling at an NCAA Division I or II institution on or after August 1, 1994, must have their initial-eligibility status determined by the Eligibility Center (EC).
- Any individual enrolling at an NCAA DI or DII institution FOR THE FIRST TIME in August 2007 and thereafter, must have their amateur status certified by the NCAA EC.
- Encourage PSA to register with the EC prior to their junior year.
- The EC will certify international students' academic and amateurism status the same as domestic students.
- Learning-disabled students and home-schooled students must register with the EC.
- Junior college transfers who initially enroll (in junior college) on or after August 1, 1994, need to have their initial-eligibility status certified by the EC **when they do not meet two-year transfer rules and want to practice and/or receive athletics aid.**
- Non-recruited and recruited SA(s) may practice 45 days without final certification.

Prospect's Responsibilities

- Register with NCAA EC at www.ncaaeligibilitycenter.org.
- Request that test scores be sent to the EC directly from the testing agency.
- Confirm that high school has sent 48-H form and request that a transcript be sent to EC. After graduation, request an official, final transcript with proof of graduation be sent to the EC.

High School's Responsibilities

- Complete form 48-H, submit to EC and update as needed.
- Submit transcript of PSA(s) to EC.

Coaching Staff Responsibilities

- Educate the PSA on the importance as well as procedures of the EC, both academic and amateur components.
- Review status reports and notify PSA of any delinquencies.
- Upon receipt of a signed National Letter of Intent and/or Financial Aid Agreement, submit these documents AND the recruiting file to the DC. If not already submitted, the DC will place the prospect on Cameron University's IRL. Periodically, the DC will review the eligibility status of all recruits appearing on each sport's IRL.
- Any prospect can be submitted to the EC for a status check at any time during the recruiting process, by submitting their EC ID number to the DC.

ELIGIBILITY





General Information



Certification

An institution shall not permit a SA to represent institution in intercollegiate athletics competition, unless the SA meets all applicable eligibility requirements and the institution has certified the SA eligibility.

The Faculty Athletic Representative (FAR) at Cameron University is the eligibility certifying officer.

The FAR will complete all eligibility reports that must be filed with the conference office no later than the first competition date. Addendums may be completed and submitted at any time. Eligibility reports will be completed within 45 days of the sport's first practice day. Recruited and non-recruited (s) may practice 45 days without final certification for competition. At that point, all countable athletically- related activities must cease.

While the FAR is the institutional certifying officer, the DC will monitor initial and amateurism eligibility with the NCAA Eligibility Center (EC) and track four-year transfer eligibility. The FAR and the Director of Admissions, will evaluate two-year transfer eligibility. Progress Toward Degree (PTD) will be certified upon completion of each term by the FAR, DC, and Registrar personnel.

Full-Time Enrollment

To be eligible for practice or competition, SA(s) must maintain full-time enrollment of 12 hours per semester unless they are in their last semester and they need less than 12 hours to graduate. All SAs are "flagged" in the university system preventing them from dropping below full-time status without proper authorization. However, various times throughout the semester, some student- athletes may "slip through the cracks." It is each Head Coach's responsibility to ensure that their team members understand they cannot drop below full time status and remain eligible for practice or competition. Additionally, the FAR and the DC receive daily enrollment reports while the head coach receives a weekly enrollment report.

Student-Athlete Drop/Add Procedures

According to **NCAA Bylaws 14.1.1 and 14.1.6.1**, a SA is no longer eligible to compete, participate, or practice if enrollment falls below full time status. At Cameron University, full-time enrollment is twelve (12) hours.

To ensure that NCAA requirements are being met, the following drop/add procedures are in place at CU.

1. Complete a 'Drop and Add' slip available at Enrollment (2nd floor, North Shepler).
2. You must discuss any proposed changes to your schedule with your head coach, because changes may affect scholarship awards, practice times, and other factors.
3. If the schedule change will drop the SA below 12 hours, the HC must submit written documentation to the FAR indicating they are aware that a SA will drop below full time enrollment (12 hrs.) and is no longer eligible for any C.A.R.A. An e-mail to the FAR is sufficient.
4. **If the university is beyond the automatic drop deadline, you must have a grade assigned by your instructor(s).** This date will change each semester – if you are not sure of the date check with your coach or the FAR. Even though it is not required, please encourage your SA(s) to notify the instructor if they do drop his/her course before the automatic drop deadline.



Team Rosters



Submitting Rosters

It is the responsibility of the Head Coach of each sport to submit rosters to the DC in a timely manner in order to expedite the process of certifying eligibility. Initial rosters should be submitted no later than July 15th. Rosters turned in to the DC should include the name and Cameron ID number. Notify DC of any additions/deletions as they occur.

Adding Walk-ons to Roster

Walk-ons are those individuals who are seeking to be a member of your team and who are **not receiving athletic aid**. They **may or may not** be recruited.

If they want to be a member of your team “*after*” the team compliance meeting at the beginning of the year, they must go through the authorization process. The Head Coach should initiate this process when he/she agrees to allow someone to “walk-on” the team. The individual should not be allowed to participate in activities until the DC and Head Trainer/Insurance Coordinator have signed the “Walk-on Authorization to Participate” form and the signed copy has been returned to the Head Coach. **Under no circumstances** should an individual be allowed to participate in any supervised activities until this form and all other paperwork (including physicals) have been completed. This information is also vital for determining eligibility for practice AND competition.

Note: REMINDER: A SA who is trying out for a team is not required to complete the NCAA Drug-Testing Consent Form for 14-consecutive calendar days from the first date the SA engages in countable athletically related activities or before the SA participates in competition...**effective Aug. 1, 2008**

Please note that the SA still has to complete other paperwork before they are allowed to tryout. (e.g., “walk-on authorization to participate” form)

Tryouts for Enrolled Students

During any Fall/Spring academic term, if an enrolled student wants to “try-out” or “walk-on,” you have two options. You can allow the enrolled student to participate in one tryout following all NCAA conditions listed in Bylaw 17.02 **or** allow the enrolled student to walk-on your team for 14- consecutive calendar days. (Enrolled Student Tryout Form or 14-day Tryout Form)

Deleting from Roster/Dismissals/Withdrawals

Once rosters have been submitted and/or eligibility has been certified, individuals who *voluntarily withdraw* from the team, as well as individuals who are *dismissed* from the team must sign “Withdrawal/Dismissal Form.”

The Head Coach upon withdrawal or dismissal of a SA should initiate this process. The form should be completed and signed by the Head Coach. Complete your portion of the form and send to the DC immediately. The DC will notify the SA for their signature. Please complete the financial aid section as well.

NOTE: Under no circumstances should an individual cease to be a member of a team without this form being completed. This is vital information for the NCAA squad- list(s), as well as, “unflagging” them as SA.

Once a SA has been dismissed or quits the team, it is the Head Coach's responsibility to notify the DC who will then notify:

1. Sports Information Director,
2. Faculty Athletic Rep, (FAR)
3. Head Sports Medicine Team Staff,
4. Athletic Director, (AD)
5. Strength and Conditioning Coach.

Note: The "withdrawal/dismissal form" should be submitted to the DC within 24 hours of the time the student withdraws or is dismissed



Coach's Responsibilities

In accordance with Bylaw 14.3.1, the NCAA Eligibility Center (EC) must certify all SA(s), with no previous full-time collegiate attendance, in order to determine "qualification" status. This includes eligibility for competition, practice, and/or athletically related financial aid. In addition, the EC will determine their amateurism status.

It is the responsibility of all coaches, who have contact with prospects, to encourage them to register with the EC as soon as possible. Legislation, effective August 2007, requires all test scores sent to the EC must come from the testing agency. Please inform prospects, when registering for an ACT or SAT test, they can enter 9999 in the HS code in order to have their scores sent directly to the EC.

Once a prospect commits to Cameron or signs a National Letter of Intent and/or Financial Aid Agreement, the Head Coach (or designee) should submit the recruiting file with the NLI and/or FAA to the DC.

Once the Head Coach begins to earnestly recruit a prospect, it is strongly recommended you obtain a copy of his/her high school transcript and perform a preliminary check of the prospect's "core course status," as well as, any test scores. If the prospect is registered with the EC, submit his/her name and EC ID to the DC to be entered into your sports' weekly status report to determine a preliminary eligibility status.

Temporary Certification

If a SA reports for athletics participation before receiving a final certification decision, they may practice 45 days. At that point, they must cease all activity with the team until final certification has been issued.

If the SA practices beyond these limits and/or competes and/or receives impermissible aid, he/she will be declared ineligible and eligibility will have to be restored by the NCAA. It is possible the individual would be withheld from the same number of practices or competitions in which he/she participated in before certification. It is also possible the student would be forced to repay any aid, which he/she received prior to certification.

The 45-day period begins with the first day the SA participates in countable athletically related activities (17.02.1). Documentation concerning the temporary certification period must reconcile with your workout charts.

IMPORTANT!! You can submit name and NCAA EC ID of a prospect at any time.



Transfer Eligibility



Two-Year College Transfers

When confirming the eligibility of a junior college transfer, the head coach (or designee) has two primary responsibilities:

- Secure a **current transcript** from all junior colleges the prospect has attended (including summer school enrollment).
- See Director of Admissions for an evaluation of transferable degree credit.

Temporary certification also applies to junior college transfer prospects. If a junior college transfer reports for athletics participation prior to his/her junior college academic record being certified, the SA may practice, but not compete, for 45 days. Final certification, in most cases, may require *Official* transcripts to be received by our Admissions office.

Refer to Bylaw 14.5.4 for two-year transfer requirements. If PSA does not meet the transfer requirements, their initial eligibility qualification status determines eligibility for practice and athletics aid.

Four-Year College Transfers

The basic transfer rule requires that transfers serve a one-year residency at the certifying institution. If four-year transfers meet specific criteria, they may be eligible for an exception or waiver. Exceptions are found in Bylaw 14.

An athletics staff member shall not make contact with a SA of a NCAA DI or DII institution, directly or indirectly, without first confirming the SA has been placed in the TP (**20-21**). This does not apply to those individuals who have been officially withdrawn from a previous four-year institution for more than one calendar year. Additionally, the DC must send notification to NAIA institutions should coaches want to have contact with NAIA SA(s). For all other four-year transfers, please consult the DC.

17-18 New Legislation

Permission to contact is no longer needed for students at a NAIA institution. However, if you are contacted by a student attending a NAIA institution, you must notify the DC immediately. The DC must send notification of recruitment to the NAIA institution **before** responding to the NAIA student.



Progress Towards Degree



NCAA

SA(s) must meet continuing eligibility or “Progress Toward Degree” (PTD) once they use a season of competition at Cameron or attend Cameron for one academic year.

Effective August 01, 2016

SA(s) must:

- earn 9 credit hours term-to-term
- earn a minimum of 18 credit hours during the fall/spring terms
- earn a minimum of 24 hours annually
- earn a minimum 2.0 GPA

CAMERON

All SA(s) must be in “good academic standing” as defined by the institution. A student who meets the University’s **retention standards** is in good academic standing. Cameron’s retention standards are defined as a retention grade point average of 1.7 or greater during the first 30 attempted semester hours and a retention grade point average of 2.0 or greater after 30 attempted semester hours.

A student who fails to meet retention standards will be placed on **academic probation** and will remain on probation until retention standards are met or until he/she is placed on **academic suspension**. This will occur at the end of any semester during which a student who is on academic probation fails to meet the applicable retention standard or fails to earn a semester GPA of at least 2.00 in regularly graded work, not to include activity or performance courses.

A SA on academic probation is still eligible to practice and compete per Cameron University’s Board of Regents’ policy.



International Student-Athlete



All International SA(s) must meet initial or transfer eligibility rules just the same as domestic students. They must register with the NCAA Eligibility Center if they are an entering freshman OR they are seeking to use an exception to the residency requirement for transfers. Any international student who has attended any post-secondary school in any other country will automatically be treated as a four-year transfer and all applicable recruiting/eligibility rules apply.

In order for international student to cross the border, they need to have I-20 paperwork. The International Office prepares this paperwork. Consult with the International Office as soon as you know you will be bringing an international student on campus. This is somewhat time-consuming so the earlier the better. In addition to securing I-20 documents, you need to consult with the International Office about Cameron Admissions policies for international students.

All international SA(s) must have primary accident insurance with a minimum coverage limit of \$3,000 dollars.

Please refer to the Coaches Checklist for Admitting an International Student found on the next page..

Coach's Checklist for Admitting an International Student

If the student is in the U.S. as a “legal permanent resident,” “green card” holder, or “naturalized citizen” – they are **NOT** an international student, USCIS does not gather data on them, and their admission will not be processed through the CU International Student Admissions Office; therefore, this checklist **does not apply** to such a student.

1. Is the student an “international student” as defined by USCIS? An international student is visiting, or wishes to visit, the U.S. on an F-1 nonimmigrant visa (a student visa). If the student has ever attended any U.S. school, go to Step 2. If CU will be the student's first U.S. school of any kind, go to step 3.
2. If the student is transferring from another U.S. school (or if the student has ever attended any U.S. school under any type of visa), they need to print and sign their name on the attached “International Student Transfer Form” and give the form to the International Student Advisor at their current (or most recent) U.S. school. CU cannot issue an I-20 to any transferring F-1 student before receiving this form from the former school. The transferring student must then fulfill all the requirements in #3 below.
3. If the student is coming to the U.S. for the first time, they need an INS Form I-20 from CU so that they can go to the U.S. Embassy or Consulate in their home country to request a student visa (an F-1 visa).

In order for CU to issue an I-20 – the student must:

- a. Submit a signed application for admission and pay the US \$20.00 application fee.
- b. Show certified proof of completion of secondary school (high school equivalent).

Submit official transcripts of all university or college coursework, whether completed inside the U.S. or outside the U.S. (In order for a student to receive transfer credit for coursework completed outside the U.S., the transcript must be evaluated by an accredited evaluation service - **WES** (www.wes.org), **J Silny** (www.jsilny.com) or **Education Evaluators International** (www.educei.com), AACRAO's **International Education Services** (www.aacrao.org), **Educational Credential Evaluators** (www.ece.org).
- c. An Affidavit of Support and bank statement indicating the student has enough funds to attend school for one year. Estimated costs for one academic year is based on 30 semester credit hours per academic year, and includes health insurance and personal expenses. Please request a current estimated cost sheet for each academic year.
- d. An official SAT or ACT score report if the student is under 21 years of age. If the student has completed at least 24 transferable semester credit hours, the student will not be required to submit an SAT or ACT score report.
- e. An official TOEFL or IELTS score report, if English is not the student's native language. Cameron's code is 6080. For undergraduates, TOEFL scores must be 500 paper-based, 173 computer-based, or 61 internet-based. IELTS score must be 6.0. If the student has completed 24 semester credit hours at a U.S. college or university **or** 4 units of English or completion of grades 10-12 at a U.S. high school and graduate from a U.S. high school, this requirement will be waived.
- f. A copy of their passport page(s) that indicate their complete name, country of citizenship, passport number, and passport expiration date.
- g. If the student is receiving an athletic scholarship or any other type of financial aid from CU, that financial aid must be explained, in writing, on CU letterhead, with the name of the student and the amount of aid included in the document.

4. Please inform the International Office with the name and country of the potential student. Please submit documents to the international office as soon as possible. We will prepare a file and track submitted documents. Fall deadline is June 1st and spring deadline is October 1st, unless the student is attending a U.S. university and already has a valid F-1 student visa. If students with a valid F-1 visa return home before coming to Cameron, they should reenter on the I-20 issued from Cameron University.



Amateurism Certification



Every student, both domestic and foreign, who will attend a Division I or II institution for the first time, must have their amateurism certified by the Eligibility Center. This includes students enrolling in college for the first time, as well as, students transferring from any two- or four- year institutions (including foreign institutions) that are not members of NCAA Division I or II.

The NCAA Eligibility Center will be responsible for certifying amateurism status as it pertains to:

1. contracts with a professional team
2. tryouts, practice or competition with a professional team
3. benefits from an agent or prospective agent
4. agreement to be represented by an agent
5. delayed initial full-time collegiate enrollment to participate in organized sports competition.

Cameron University is responsible for “gap” time (the time from final certification to the time they arrive on campus) and:

1. employment
2. promotional activities
3. educational expenses from an individual (or entity) other than the prospect’s parents
4. preferential treatment based on athletics participation or reputation.

Note: Multisport s-a must receive amateurism certification in **each** sport

FINANCIAL AID





Awarding Scholarships



When a coach wishes to request an athletic aid agreement and/or National Letter of Intent for a PSA, the coach must present a complete recruiting file to DC. The DC will review the file, prepare a signing packet, send to the Director of Financial Aid and return to the coach for review, and signatures.

Athletic Aid will not be “awarded” (placed on scholarship list) until all financial aid documents are complete AND, the PSA has been certified as eligible to receive athletics aid.

Freshman Certification

The NCAA EC must issue a final “academic” certification before athletic aid can be awarded (placed on the scholarship list). Once the SA has been deemed at least a partial qualifier, their name and award will be placed on the scholarship list and sent to the financial aid office for posting.

Two-Year Transfers

Two-year transfers who do not meet academic transfer requirements must be a full or partial qualifier out of high school in order to be eligible for practice and/or athletics aid. Therefore, they will need to have NCAA EC certification. For those transfers that meet transfer eligibility rules, transcripts must be evaluated by the FAR or Director of Admissions before the SA will be awarded athletic aid.

Four-Year Transfers

NCAA PSA’s must be in the Transfer Portal to be eligible for athletics aid.

Returning Student-Athletes

Coaches must acquire AD approval in order to award athletic aid to a SA who is not eligible to compete (effective August 1, 2019)



Renewal / Nonrenewal Reduction / Cancellation



Reduction or cancellation of athletic aid may occur, *during the award period*, only under the following conditions: (Bylaw 15.5.4)

1. SA becomes ineligible,
2. SA fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement (including absence from practice on a regular basis),
3. SA engages in a serious misconduct warranting disciplinary action by the institution and/or,
4. SA voluntarily withdraws from a sport for personal reasons (at any time),
5. SA does not comply with Athletic Department and/or sport-specific team policies.

Renewal, non-renewal, or reduction of athletic aid may occur at the conclusion of the award period, at the discretion of the Head Coach.

In either instance (non-renewal, reduction, or cancellation); the SA will receive written notification from the Director of Financial Aid of their opportunity to appeal. The appeal process will be handled by the Financial Aid Office. Please refer to the Financial Aid Appeal Policies and Procedures in the forms section of this manual.

Important: Once you notify a SA that their athletics aid is/will be reduced, cancelled, or not renewed, you notify the DC immediately due to the time constraints of the appeal policy

It is critical that you maintain documentation of all meetings, counseling sessions etc... that occur throughout the semester/year in order to be prepared for an appeal case.



Coach's Responsibilities



Shortly before the conclusion of each semester, each Head Coach will be given a list of the scholarships that are currently awarded in their sport. These lists will be issued on approximately November 15 and April 15. The list will contain the names of SA(s) currently receiving a grant, the term of the grant, as well as the amount of the grant. You should indicate what action you wish to take...renewal, non-renewal, or cancellation. Once all additions, deletions, reductions, increases, and other changes are made, the coach should sign and return the list to the DC (by the date specified in the memo accompanying the list). From this list, new financial aid agreements will be prepared and forwarded to the Director of Financial Aid, or designee for issuance.

Once a Head Coach notifies a SA that his/her scholarship will be reduced, canceled, or not renewed then notify the DC immediately in order for necessary paperwork to get processed in a timely manner.

Note: REMINDER: SA(s) must be notified in writing within 14 consecutive calendar days from the date the s-a has been notified of the decision to reduce or cancel aid during the period of the award or the reduction or nonrenewal of aid for the following term...**effective Aug. 1, 2008**

It is strongly recommended you meet with those SA(s) to discuss your decision and inform them that they will receive written notification at a later date

See Bylaw 15 for new 18-19 legislation regarding financial aid. Specific changes include:

1. Only athletics aid shall count toward individual and team equivalency limits.
2. Athletics aid shall be awarded for a period of less than one academic year, however there are exceptions outlined in 15.5.
3. Increases in athletically related financial aid may occur at any time, for any reason.

AWARDS & BENEFITS





General Information



Bylaw 16 contains **very important** information pertaining to permissible and impermissible awards and benefits. The basic premise is that you may not make any “special arrangement” for the student- athlete that is not available to the general student body. Pay very close attention to **Bylaw 16.7** as it relates to team entertainment. Please consult with the DC before you do anything “special” for your team. (Team dinners, ropes course, movies etc.....)

Host Family

Individuals outside the institution are not allowed to serve as “sponsors” or “families” for SA(s) unless that program exists for all students.

Pass List-Home Contests (M/WBB, SB, VB)

Each SA will receive 4 complimentary admissions in their respective sport. These will be administered through a pass list. Coaches are responsible for turning in their team’s pass list to the Game Administrator **1 HOUR** prior to game time.

Pass List-Away Contests (M/WBB)

Men and Women’s Basketball must travel with AND complete a Lone Star Conference pass list when traveling to “conference” games. Please be courteous and prompt when submitting pass list for LSC road games.

Pass List-Recruits, JC/HS Coaches

Please submit to the DC the names of recruit(s) & their guest(s) and Junior College/High School coaches who will be attending HOME softball, volleyball, or basketball games by NOON on game day. All must enter the Pass Gate and sign the pass list.

Department Policy — SA(s) are not allowed to use any coaching staff’s computer for any reason.

Boosters

An institutional employee or booster may not provide a SA with extra benefits or services, including, but not limited to:

- a) a loan of money,
- b) a guarantee of bond,
- c) an automobile or the use of an automobile,
- d) transportation that is not generally available to the student body,
- e) signing or cosigning a loan note.

Apparel/Equipment

- A SA may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, balls, shirts) from a manufacturer or commercial enterprise.
- Each coach is responsible for implementing a system for issuance and retrieval of athletics equipment.

Occasional Meals – Please submit form prior to meal

- A SA or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member.
- A SA or the entire team in a sport may receive an occasional family home meal from a booster provided the meal is in the individual's home (as opposed to a restaurant) and may be catered.
- Occasional meals to team members provided by the relatives or legal guardians of a SA are permissible and may be provided at any location (e.g., tailgating)
- The institution defines "occasional" as three times per semester

Discount, Credits, Free or Reduced Cost Services

- A SA may not receive a special discount, payment arrangement or credit on a purchase or a service from an institutional employee or booster.
- A booster may not provide a SA with professional services without a charge or at a reduced cost unless it is provided on the same basis to the general student body.
- A SA may not receive services from a commercial agency without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general. Commercial agencies include, but are not limited to movie theatres, restaurants, car dealers etc....

Nutritional Supplements - (Bylaw 16.5.1(e))

Nutritional Supplements may be provided to SA(s) for the purpose of providing additional calories and electrolytes. Please see the Sports Medicine Team Staff and DC **BEFORE** providing any supplement to student- athletes

PLAYING AND PRACTICE SEASON





General Information

The following is information regarding paperwork that must be filed in accordance with legislation contained in NCAA Bylaw 17 (playing & practice seasons). Each coach should become **very familiar** with the legislation in the section of Bylaw 17 relating to his or her respective sport. In addition, Bylaws 17.01, 17.02, 17.1 has legislation applicable to all sports.

There are four documents required by NCAA and/or Conference legislation or departmental policies. You must complete these forms and submit them to the DC by the specified time: Declared Playing Season, Workout Charts (8-hr and 20-hr) and Individual Contest Participation Report.

Important Points

- Any organized practice in the Aggie Rec Center should be scheduled with the Fitness Coordinator.
- No class time shall be missed for practice activities except when a team is traveling to an away- from-home contest and the practice is in conjunction with the contest.
- Practice after competition is prohibited.
- In team sports, no class time shall be missed for competition, including activities associated with such competition, conducted during the non-championship season.
- Outside the playing season, during the academic year, all countable athletically related activities shall be prohibited during two calendar days per week.
- During the declared playing season, all countable athletically related activities shall be prohibited one calendar day per week except during participation in one conference and postseason championship and any participation in NCAA championships.
- All competition (except exempted scrimmages) and any associated athletically related activities on the day of competition shall count as three (3) hours, regardless of the duration of the activity.



Declared Playing Season

NCAA

In accordance with NCAA Bylaw 17.1.3, each coach must file, in writing, his/her declaration of playing season dates. All individual sports and all team sports must comply with a limitation on the number of weeks in which “countable activities” may be conducted. The “Declared Playing Season” form should be completed stating which weeks, during the academic year, you wish to designate for this purpose.

The Head Coach should submit the “Declaration of Playing Season Form” no later than your first scheduled practice; however, you can make changes to the form throughout the year. In addition to the form, please submit a final copy of your season playing schedule.

The weeks you designate, as your “playing season” are the only weeks in which you may conduct “countable-athletically related activities” (see Bylaw 17.02.1.1). These activities are restricted to 20 hours per week and 4 hours per day with a mandatory 1 day off per week.

Weeks that occur during the academic year in which classes are in session and fall outside your “designated playing season” are subject to stringent limitations. The only “countable-athletically related activities” which may occur during such weeks are weight and conditioning training, individual skills instruction, limited team activities and tryouts. This activity is limited to 8 hours per week with mandatory 2 days off per week.



Monitoring Practice & Competition



20-hr/week workout charts:

20-hour workout charts should be completed for each week, which is designated as an “in-season” week. Each SA should be listed on the form. The time each SA spends in countable activities (17.02.1.1) each day should be recorded. Weekly time may not exceed 20 hours and there may be no more than 4 hours per day. Be sure and include the required day off. Competition, except exempted scrimmages, counts as 3 hours/day, no matter the actual time spent in competition.

8-hr/week workout charts

8-hr workout charts should be completed for all weeks (not included on the Playing Season Declaration as in-season weeks) during the academic year in which classes are in session or final exams are in progress.

Each SA should be listed on the form. The time each SA spends in wt. training, conditioning, team activities and/or tryouts each day should be recorded. Weekly time may not exceed 8 hours and there may be no more than 4 hours per week spent on team activities.

Be sure and note the required 2 days off.

Compliance Oversight

The DC will meet with SA(s) on a monthly basis to verify information submitted by Head Coach.

Note: Workout logs are due in the DC’s office by 5:00 pm each Wednesday, unless other arrangements are made!
Failure to submit workout logs in a timely manner COULD result in missed practice by the Head Coach

Individual Competition Reports

In accordance with Lone Star Conference policy, an end-of-season participation report is required for each sport. In order to complete this report efficiently, Head Coaches are required to submit an “individual contest participation report” at the end of the season to the DC. DC will prepare the LSC report for signature of Head Coach and AD before submitting to the conference office. It is wise to update the contest participation report after each contest. All SA(s) should be listed on the report.

Playing Schedule

Please submit a competition schedule when submitting the declared playing season form. Should there be changes to the schedule throughout the year, submit the “actual completed” schedule along with the individual competition report.

Departmental policy: All competition schedules must be approved by the AD and DC before publication.

Unattached Competition (Cross Country, Golf, Tennis)

It is permissible for a SA to participate in outside competition as an individual during the academic year in the SA sport as long as the SA represents only himself or herself in the competition and does not receive expenses from an outside team or the institution. Furthermore, the SA and coach must complete and submit documentation for **PRIOR** approval by the DC.

Aug 2016-New Legislation: SA(s) must be academically and athletically eligible to compete in order to participate in outside competition as an individual during the academic year in the SA’s sport

Summer Competition (All Sports)

SA(s) (with eligibility remaining) must submit an “Outside Competition Form” should he or she intend on participating in competition during the summer months, and holiday/vacation breaks.

CAMPS & CLINICS





General Information



BEFORE arranging any camp/clinic, please see DC to obtain a camp/clinic packet.

All of YOUR camps are classified as institutional camps. Privately owned camps are those “not owned or operated by a member institution **or** an employee of the member institution’s athletics department.

Privately owned camps may be held at any location.” Attendance restrictions are limited only by number and/or age.

PSA(s) may attend an institution’s camp. SA(s) are considered prospects until they attend the first day of class or preseason workout at a collegiate institution.

All sports can have camp anytime except during Dead period.

You cannot give free or reduced admission privileges to any individual who has begun their ninth grade year of school, **unless** it is advertised and available to **all** campers.

High School, Prep School or 2-yr College Coaches can be employed and must receive compensation commensurate with the going rate; therefore, they cannot be paid on the “basis of the value” that the coach may have for the employer because of the coach’s reputation or contact with prospects. Furthermore, they cannot be paid based on the number of campers they send to camp.

PSA may be an employee at an institution’s sports camp/clinic under specific conditions outlined in camp/clinic packet.

Note: All camps/clinics must have prior approval by the DC before any camp advertising!

Private Lessons:

- All coaches may give private instruction to “non-prospect” age individuals.
- Only Tennis and Golf coaches may give private instruction to PSA, **AFTER** proper documentation is filed with DC.



Employment of Student-Athletes **Prospective Student-Athletes**



Student-Athletes:

- SA(s) must perform duties that are of a general supervisory nature in addition to coaching or officiating assignments.
- Compensation must be commensurate with the going rate.
- SA(s) cannot be compensated for lectures and/or demonstrations.
- SA(s) can receive travel expenses only if such expenses are paid and procedures for reimbursement are used for all employees of the camp/clinic. **NO** advances on anticipated earnings.
- SA(s) shall not participate in organized practice activities other than during the institution's playing season in that sport. In other words, players cannot have organized practice with the coach during camp.
- The number of SA(s) that can be employed is not limited. Currently enrolled SA may not participate as campers.

Prospective Student-Athlete (PSA)

A PSA who has signed a NLI and/or financial aid agreement may only be employed at an institutional sports camp or clinic by the institution with which he or she signed a written commitment. A PSA who has not signed a written commitment may be employed at any institutional sports camp or clinic.

- PSA(s) employment may not begin before the completion of their senior year in high school (Bylaw 13.2.5.1), and the PSA has completed all completion for the academic year in his or her sport.
- PSA(s) must perform duties that are of a general supervisory nature in addition to coaching or officiating assignments.
- PSA(s) compensation must be commensurate with the going rate.
- PSA(s) cannot be compensated for lectures and/or demonstrations

You must adhere to all "Minors on Campus" policy guidelines. The document will be sent to you when you reserve the facility for camp. The document is also on > Aggie Access > Forms Tab



Privately Owned Camps & Clinics



BEFORE working any privately owned camp/clinic, complete the “non-institutional camp/clinic” form and submit to DC for PRIOR approval.

An institution’s athletics department personnel may be employed by a privately owned camp, clinic or coaching school, provided the high school, prep school or 2-yr. College award winning athletes are not employed at the camp or clinic.

Definition of high school, prep school, or 2-yr. College award winning athlete: any high school, prep school or 2-yr. College letter winner as determined by the PSA’s educational institution.

The privately owned camp/clinic must be open to the public.

Athletics department personnel are precluded from being involved in a privately owned camp or clinic that gives free or reduced admission privileges to a high school, prep school or 2-yr. college athletics award winner.

ATHLETIC POLICES PROCEDURES





Inappropriate Relationships



Purpose of these guidelines are:

- (1) to provide a safe and healthy environment for SA(s), so that they may reach their full potential as students and as athletes; and
- (2) to ensure that all coaches and athletics department staff adhere to ethical practices and do not develop inappropriate relationships with SA(s), regardless of their age or consent.

Definitions used for the purpose of these guidelines:

Coach: Any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern or volunteer coach in the athletics department.

Staff: Any employee serving in the athletics department in any capacity.

Student-Athlete: Any student at the university who is a member of a varsity athletics team as defined by the university and NCAA regulations.

Amorous Relationship: Any sexual, romantic or dating relationship.

Scope of Guidelines and Department Requirements

All coaches and athletics staff are strictly prohibited from engaging in amorous relationships with any SA.

Every member of the athletics department has an ethical obligation to maintain a professional relationship with SA and to place the well-being of SA(s) ahead of personal interests. This responsibility includes the duty to provide a safe and healthy environment for the SA to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationship between a coach or staff member and a SA – regardless of the perception of consent by one or both participants – can exist without jeopardizing the professionalism of the relationship and creating a significant conflict of interest. The respect and trust the SA and their parent(s) place in a coach and in athletics staff, and the vulnerability of the SA in that relationship, make “consent” unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coach/staff and SA(s), and the costs to the athlete, the team, the athletics program, and the university, necessitate a strict prohibition on amorous relationships between these parties.

Amorous relationships between a Coach/Staff member and a Student-Athlete can lead to violations of NCAA Bylaw 16.11.2.1:

“The SA shall not receive any extra benefit. The term “extra benefit” refers to any special arrangement by an institutional employee or representative of the institution’s athletics interests to provide the SA or his or her relatives with a benefit not expressly authorized by NCAA legislation.” In an amorous relationship, extra benefits could be providing meals or entertainment on a date, gifts (including flowers) and shelter. Even when a coach or staff member has no direct professional responsibility for a SA, other SA(s) may perceive that the SA who has an amorous relationship with a coach may receive preferential treatment from the coach or the coach’s colleagues. Such relationships are incompatible with the ethical obligations of each member of the athletics department and the integrity of the athletics program. Accordingly, this prohibition applies to relationships between all coaches, all staff members and all SA(s) in the intercollegiate athletics program.

Responsibility for Disclosure

Any amorous relationship between a SA and a coach or a staff member must be disclosed to the AAD, DC, or the AD as soon as such a relationship is discovered. (If the relationship involves either of those persons, it must be disclosed to the university President/CEO or the university's Affirmative Action/Equal Employment Opportunity officer). Once the relationship is disclosed, the staff member must be recused and their responsibility reassigned so that he or she no longer has supervisory control or authority over the SA. Care must be taken to ensure that the recusal and reassignment of responsibility does not negatively affect the SA's athletics participation or benefits in the educational programs of the university. Failure of a staff member or coach to report a known amorous relationship involving a current SA may result in termination of employment.

Investigation

Upon receiving such a report or information, the AD shall immediately notify the President/CEO and the university's Affirmative Action/Equal Employment Opportunity officer, who shall promptly appoint an investigator outside of the athletics department to conduct a fair investigation into whether the allegation has merit. Such investigation shall include interviews with any coaches, staff and SA(s) with relevant information, and shall provide any coach or staff member accused of violating the policy with an opportunity to respond to the allegations. In investigating a possible violation, the standard of proof to be used is whether it is more likely than not that an inappropriate relationship exists (a "preponderance of the evidence" standard, not the higher standard of proof used in criminal proceedings, "beyond a reasonable doubt"). Using this standard, the investigation will result in a determination of whether an amorous relationship existed and violations of NCAA bylaws occurred.

Coordination of information relating to violations of other university policy and/or criminal law:

If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the appropriate university officials responsible for enforcing the university sexual harassment policy. If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to university general counsel, who will determine, consistent with the State and local law, whether to notify appropriate law enforcement officials. However, the enforcement of these guidelines shall not be delayed pending the results of a criminal investigation.



Student-Athlete Grievance Procedure



If a SA wishes to appeal a penalty or suspension decision based on CU Athletics or Team Policy, the following procedures must be followed:

Appeal to the Athletics Director (AD):

If the SA protests a suspension or penalty by the coach or alleges any other violation of student rights related to athletics, the SA must request, in writing, a meeting with the AD. The AD shall meet with the SA within five business days from the date of receipt of the SA's request. The AD must notify the SA, in writing, of the AD's decision, within five business days from the date of the meeting. The notification will include the Intercollegiate Athletics Committee appeal procedures.

Appeal to the Intercollegiate Athletics Committee (IAC):

If, after meeting with the AD, the issue is not resolved, the SA may request a hearing before an appeals panel—the IAC. The committee make-up consist of the Faculty Athletics Representative (FAR), who will serve as the chair, along with three faculty members and two students from outside the athletics department. The AD is an ex-officio, non-voting member and may be present during the hearing only if the SA will be allowed to meet in person as well. The SA must notify the FAR of the appeals request within ten calendar days of notification of the AD's decision. Within 15 calendar days of such request, the IAC shall hold a hearing on behalf of the SA. The FAR will arrange and notify all interested parties of the meeting time, date and location. The FAR will notify, in writing, all participants of the IAC's decision within five calendar days of the hearing.

Decision IAC:

The decision of the IAC will be final and binding to the Athletics Department, SA and all others.



Self-Reporting NCAA Infractions

Self-Reporting NCAA Violations

NCAA Bylaw 2.8.1 mandates that institutions report all instances of noncompliance with NCAA rules and regulations. Once a violation has been discovered, it is categorized as a “major” or “secondary” violation. All major violations are reported directly to the NCAA enforcement staff.

Major Violations are defined as:

- Those other than secondary violations and those that provide an extensive recruiting or competitive advantage.
- Multiple secondary violations by a member institution may collectively be considered as a major violation.

Secondary violations are defined as:

A violation that is isolated or inadvertent in nature, provides or is intended to provide only a minimal recruiting, competitive or other advantage and does not include any significant recruiting inducement or extra benefit. (Bylaw 19.02.2.1)

Institutional Procedure for Self-Reporting NCAA violations

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules shall be investigated. Information concerning alleged violations will be forwarded to the DC who will examine the situation and communicate with the AD and the FAR to determine if the violation is a “major” or “secondary” offense. When it is determined that a violation of the rules has occurred, CU will report the violation and correct the situation that led to the problem.

Reporting a Violation

Any individual (e.g., athletic department staff member, SA, university employee, representative of athletics interest, member of the community) may report an alleged, rumored, or suspected violation.

The report of an alleged, rumored or suspected violation may be submitted verbally or in writing.

To Whom Shall an Alleged Violation be Reported

If an alleged or rumored violation is communicated to any athletic department staff member, the staff member has an obligation to notify the DC of the violation immediately.

Individuals other than athletic department staff members may report all alleged violations to any or all of the following persons:

- DC
- AD
- FAR

Conducting an Investigation of an Alleged Violation

The DC is responsible for conducting investigations into alleged secondary violations to be assisted by the FAR, AD and President, if needed. For alleged major violations, the FAR is responsible for conducting investigations, assisted by the Intercollegiate Athletics Council, President and Legal Counsel, if needed. The AD is responsible for overseeing all institutional investigations.

Maintain Written Record

The Compliance Office shall maintain a written record of all alleged violations. The record shall consist of the following:

- Date that the alleged violation was reported to the Director and by whom the violation was reported (if not reported anonymously).
- Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.
- Chronology of actions taken by the University in the investigation of the alleged violation.
- Rational for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
- If a violation has occurred, the DC will keep on file a copy of the report of the violations and subsequent correspondence with the Conference and the NCAA staff. The FAR will be notified of the violation.
- The Compliance will maintain a permanent file of alleged violations and confirmed violations.

Finding a Violation Occurred

The DC and/or FAR shall determine that a violation occurred whenever the evidence, considered as a whole establishes the occurrence of the violation. It shall be the responsibility of the DC, AD and/or the FAR to assess the evidence and determine what weight and credibility will be given to it

Sanctions

Institutional staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violation occurred at the certifying institution or during the individual's previous employment at another member institution.

The head coach of each sport is responsible for the actions of his/her coaching staff, and will be included on all rules violations and administered sanctions for the respective sport.

The following are CU's minimum annual requirements of sanctions for the coach/coaches involved with any NCAA violations:

- First Offense - Compliance education and prescribed penalties when applicable
- Second Offense - Compliance education and prescribed penalties when applicable and a letter of admonishment
- Third Offense – Letter of Reprimand



Sports Medicine Services and Insurance



The following is a summary of the University's medical policies/procedures for SA(s). Each SA will adhere to the policies/procedures throughout their athletic tenure. We hope this summary will answer some of the questions concerning the health care provided for Cameron SA(s), and the financial responsibility of the CU athletic department, the SA, and their parent/guardian.

Cameron University Sports Medicine Team Staff

Caitlyn Cox, Head Athletics Trainer

Ameer AlKassir, Assistant Athletics Trainer

Julie Jacquez Graduate Assistant Athletics Trainer

Team Physicians:

Daniel Constance, MD Internal Medicine/Sports Medicine

Wayne Johnson, MDPC Orthopedic Surgeon

Brett Barnes, MD Internal Medicine/Orthopedic Surgeon

Dan Horton, MD General Practitioner

Michael Ramos, MD General Practitioner

Jarek Pascoviak, MD General Practitioner

Jeremy Woodson, MD Orthopedics/Sports Medicine

Juan Lopez, DDS Dentist

Rick Swales, OD Optometrist

Brendon McCollum, DO Concussion Specialist

Cody Commander, Psy. D., HSP, CMPC

Outsource Services:

Cameron Wellness Center

Physical Therapy Solutions

Comanche County Memorial Hospital General Medicine/Diagnostic Testing

Southwestern Medical Center General Medicine/Diagnostic Testing

Commander Counseling & Wellness

Mercy Concussion Clinic

The Imaging Center MRI/Testing

The McBride Clinic

Services Available:

Prevention of Athletic Injuries/Illness

Recognition and Evaluation of Athletic Injuries/Illness

Rehabilitation and Treatment of Athletic Injuries/Illness

Patient Education

All rehabilitation and/or treatment prescribed by a Cameron team physician will be carried out in the Cameron Athletic Training Room, unless otherwise noted by the physician.

The Cameron Sports Medicine Team will make the final determination regarding the SA's medical status and ability to participate in practice and/or competition.

Initial Department Physical Examination

All SA(s) must undergo an initial complete physical examination their first year at the University. A SA will not be allowed to participate in any scheduled practices, scrimmages, or competition until the initial physical examination has been completed and is reviewed/cleared by an athletics trainer.

Annual Medical Update

In each year subsequent to the one in which the initial physical examination was completed, each student must complete a medical update prior to participation in any practice session or University athletic contest.

- a. The medical update shall include an interview with the Head Sports Medicine Team member.
- b. If the Head Sports Medicine Team member or the SA believes a further medical evaluation to be advisable, an appropriate medical referral will be arranged.

Non-Departmental Physical Examination

Any SA who desires to participate in any sport (i.e. walk-on, etc.) who does not complete a physical examination scheduled by the athletic department must perform the following BEFORE permission to participate will be granted.

- a. Obtain a physical examination form from the medical staff or CU Athletics website.
- b. Have Sports Medicine Team Staff review physical form.
- c. Schedule an appointment with a physician to complete the physical.
- d. Walk-ons joining the athletic teams, after the scheduled department physical examinations, will be required to pay for their own physical.
- e. Return the physical form to the Sports Medicine Team Staff.
- f. If the SA has had surgery within the last 8 months, a written release from the surgeon is required before practice can begin.
- g. Complete all other necessary forms as assigned by the athletic department.

Extra Costs of Physical Examination

Any costs (i.e., office visit, radiology, laboratory work, surgery, hospital expense) necessary to complete any of the physical examinations listed above shall be the financial responsibility of the SA and/or his or her parents or guardians. No such costs shall be incurred during the Department physical examination or annual update without first discussing the reason for such costs with the financially responsible person(s).

Review of Forms by Sports Medicine Team Staff

All physical forms will be reviewed by the Sports Medicine Team Staff BEFORE the athlete is seen by a physician. If this procedure is not followed any chronic injury will be treated as a pre-existing injury and the associated policy followed.

Concussion Evaluation

All SA(s) are required to complete an online concussion baseline evaluation, which includes a concussion baseline symptom checklist. The online concussion baseline examination must be completed prior to any participation.

Pre- Existing Injuries and/or Illnesses

Previous Injury or Illness

The University shall not be responsible for medical care relating to any injury, defect, or illness that existed prior to the SA's participation in athletics at the University. Further:

- a. If, during the pre-season physical examination, any pre-existing injury, defect, or illness is discovered, the SA shall not be permitted to participate in any athletic activities until cleared by the Team Physician, in writing, to participate.
- b. The department shall not pay the cost to treat any injury or illness incurred and/or pre-existing prior to reporting for any athletic program on the date set by the Head Coach; and all medical tests and referrals that must be completed by the SA as a result of any such previous and/or pre-existing injury or illness must be the responsibility of the athlete and/or his or her parents or guardians.
- c. Failure of a SA to report any pre-existing medical condition at the time of either the initial medical examination of the annual medical update shall relieve the department and hold the university harmless of any injury, re-injury, or recurrence of the pre-existing condition or conditions exacerbated by the pre-existing conditions

Non-Athletic Related Injuries and Illnesses

The CU athletic program does not assume financial responsibility for non-athletic injuries or illnesses and prescriptions. However, we will assist the SA in arranging appointments with the appropriate physicians or other providers whenever possible.

Injuries that occur outside of intercollegiate athletics such as in intramural activities, ROTC, physical education classes, dormitory or household accidents, and motor vehicle accidents are the sole responsibility of you and your insurance carrier.

Dental Services

Dental services can only be covered by Cameron Athletics for injuries that occur as a direct result of participation in intercollegiate athletics at CU. All dental injuries must be reported to the Sports Medicine Team Department within 24 hours of the injury occurrence. Cameron University will **NOT** provide routine or preventative dental care. The Sports Medicine Team Staff may refer SA(s) to a dentist for personal dental problems.

Vision Services

CU can provide payment for all medical expenses incurred from eye injuries sustained during intercollegiate athletics participation at Cameron. When possible, the emergency treatment associated with eye injuries will be provided by CU's designated team ophthalmologist.

Other excluded conditions and/or care

The following list of services/care is not covered and CU will not be financially responsible. This list is not necessarily an all-inclusive list.

Routine dermatology care

Routine care of diabetes or diabetic conditions

Extended allergy/asthma care

Gynecological care

Chiropractic care

Recurring Prescription or Over-The-Counter Medications

Medical Referral Policy

Reporting Injuries/Illnesses

SA(s) must report all injuries or illnesses to the Sports Medicine Team Staff immediately. Any student-athlete who does not report an injury to the supervising Sports Medicine Team Staff and/or goes to a physician on his/her own accord will be financially responsible for all associated costs for the treatment of the injury. The SA will not be allowed to participate again until a medical release has been given to the Cameron Sports Medicine Team Staff from the attending physician.

Medical Referral

If determined necessary; the Sports Medicine Team Staff will refer the SA to a Cameron team physician. The SA must have approval from CU Sports Medicine Team Staff prior to any appointments with a physician. Coaches or any other CU staff member cannot refer our for an injury/illness and it be covered by our secondary insurance.

Second Medical Opinion

Cameron University will adhere to the request of a SA to obtain a second opinion. However, the physician giving the second opinion must be approved by the Head Sports Medicine Team Staff member. The SA must obtain a Second Opinion Form and a medical referral form from the Sports Medicine Team Staff. After the appointment the SA must submit to the Sports Medicine Team Staff a copy of the physician's report including a diagnosis, treatment protocol, and a statement regarding medical status (full return, no practice, etc.).

If the SA chooses to obtain any further medical opinions, the CU athletic department cannot deny the request, but it is the financial responsibility of the SA and their parent/guardian to pay for ALL expenses incurred by that opinion (i.e., office visit, X-ray, MRI, CT scan, hospital, lab tests, etc.)

Participation Status

The CU team physicians or designated physician have the final authority in determining the participation status of the SA. The option to seek a second medical opinion for the SA is authorized **ONLY** for the determination of injury severity and insurance requirement, **NOT** participation status. The CU team physicians or designated physician have the right to withhold a SA from competition or practice based upon the best interest of the SA and status of the injury. A second medical opinion **WILL NOT** clear a SA for participation.

Insurance

NOTE: Cameron University **will not** cover any co-pays and/or deductibles required by a student-athlete's primary insurance.

Primary Insurance

Cameron SA(s) are **REQUIRED** to obtain their own primary insurance coverage. Cameron may provide options that you may purchase for primary coverage. Please be aware that "accident only" policies only cover injuries that occur from accidents, illnesses are not covered, and many physicians do not accept "accident only" policies. A minimum of \$3,000 dollars of accident coverage is required.

Proof of primary insurance shall be given to the Head Sports Medicine Team Staff before participation in intercollegiate athletics at Cameron University. This includes completion of the student- athlete insurance information sheet and a copy of the front and back of his/her insurance card.

Secondary Insurance

The Cameron Athletic Department provides a secondary insurance policy for its SA(s). This policy requires the SA's family or personal insurance be filed first. This excess medical policy covers the injured athlete and is an accident-only policy.

Filing Insurance Procedure

It is the **sole responsibility of the SA** to ensure that proper procedures are followed regarding the handling of all medical and insurance related documentation. When expenses are incurred during the course of injury evaluation, treatment, and/or management, it is the responsibility of the SA to meet all financial obligations. To facilitate the recovery of the greatest amount of the expense as possible, the SA must follow course of actions outlined below. This should prevent the SA and/or parents or guardians from being responsible for any out-of-pocket expenses, less applicable deductibles, and co-pays'. If proper procedure is not followed Cameron University will not be financially responsible for any expenses. It is the responsibility of the SA to:

- a. Inform a Sports Medicine Team member of the injury.
- b. If referred to physician by Sports Medicine Team Staff, follow medical referral procedures by bringing Medical Referral Packet which includes:
 - i. Medical Referral Form
 - ii. Primary Insurance Information
 - iii. Secondary Information Form as noted above.
- c. Cover all financial obligations to physician since Cameron University will not cover any co-pays and/or deductibles required by a student- athletes' primary insurance.
- d. Provide copies of all bills from every provider, doctor, hospital, etc., and the explanation of benefits (EOB) will be given to the Sports Medicine Team for record keeping purposes.
- e. After primary insurance has been filed all claims, itemized bills, and EOB's (Explanation of Benefits) for medical care should be forwarded to the University-retained secondary insurance provider so that excess charges may be filed. This is normally forwarded by the medical provider but follow-up by the SA is advised.
- f. If an issue arises, schedule a time with the Head Sports Medicine Team Staff member, so that you may receive assistance in resolving the issue.

Time Restraint

Cameron University's Sport Medicine Team will assist the SA in the insurance claims if requested. However, after 104 weeks after initial physician appointment or other services, CU will no longer be responsible for any financial obligations. Secondary insurance must be filed within a 90-day period of sustaining the injury.

Concussion Management Guidelines

1. Cameron University (CU) will require SA(s) to sign a statement in which the SA accepts the responsibility for reporting their injuries and illnesses to the sports medicine staff, including signs and symptoms of concussions. During the review and signing process SA(s) will be provided with educational material on concussions.
2. CU sports medicine staff members shall be empowered to determine management and return-to-play of any ill or injured SA, as he or she deems appropriate.
3. CU shall have on file a written concussion management plan that specifically outlines the roles of athletics healthcare staff (e.g., physician, certified Sports Medicine Team Staff, physician assistant, and neuropsychologist).
 - a. CU coaches will receive a copy of the concussion management plan and a fact sheet on concussions in sport.
 - b. CU shall record a baseline assessment for each SA in the sports of baseball, basketball, cheerleading, softball, and volleyball at a minimum. In addition, a baseline assessment will be recorded for SA(s) with a known history of concussion. The same baseline assessment tools should be used post-injury at appropriate time intervals. The baseline assessment of the use of, but not limited to:
 - i. Cognitive testing (Concussion Vital Signs)
 - ii. Symptom Check List
 - iii. Previous history of head injury assessment
 - c. When a SA shows any signs, symptoms, or behaviors consistent with a concussion, the athlete will be removed from practice or competition, by either a member of the coaching staff or sports medicine staff. If removed by a coaching staff member, the coach will refer the SA for evaluation by a member of the sports medicine staff.
 - i. During competitions, on the field of play injuries will be under the purview of the official and playing rules of the sport. CU staff will follow such rules and attend to medical situations as they arise.
 - ii. Visiting sport team members evaluated by CU sports medicine staff will be managed in the same manner as CU SA(s).
 - d. SA(s) diagnosed with a concussion will be withheld from the competition or practice and not return to activity for the remainder of that day. SA(s) that sustain a concussion outside of their sport will be managed in the same manner as those sustained during sport activity.
 - e. The SA will receive serial monitoring for deterioration. Athletes will be provided with home instructions upon discharge; preferably with a roommate, guardian, or someone that can follow the instructions.
 - f. The SA will be monitored for recurrence of symptoms both from physical exertion and also mental exertion, such as reading, phone texting, computer games, watching film, athletic meetings, working on a computer, classroom work, or taking a test. Academic advisors and professors may be notified of SA's concussion, with release permission from the SA. Advisors/professors and other Cameron staff members must be notified of the issue if the SA will be missing/needing an extension of any classroom and/or outside classroom work.
 - g. The SA will be evaluated by a team physician as outlined within the Concussion Management Plan. Once asymptomatic and post-exertion assessments are within normal baseline limits, return-to-play shall follow a medically supervised stepwise process.

- h. Final authority for return-to-play shall reside with a Team Physician.
- 4. CU will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion.
- 5. Athletics staff, SA(s) and officials will continue to emphasize that purposeful or flagrant head or neck contact in any sport should not be permitted.
- 6. For the complete, comprehensive, Cameron University Intercollegiate Athletics Policy on Concussion Management, please refer to the athletics website under the Athletic Training tab.

Effective:



TO: The Parents/Guardians of Cameron University Student-Athlete

FROM: Head Athletics Trainer & Athletics Training Staff

On behalf of the Sports Medicine Team, administrators, physicians, and Athletic staff, I thank you for entrusting the health and well-being of your Student-Athlete to us.

Our Athletics Training Staff provides the very best in injury diagnosis and care, rehabilitation, health education ranging from mental to nutritional health, as well as prevention/proactive services for all our Student-Athletes. We provide unlimited, convenient, and caring service to each athlete that we attend. All Student-Athletes are eligible to access and utilize our services and cost you, the parent/guardian, nothing out of pocket. This is how we have operated for years, and it has made a tremendous impact on our student-athletes

As in the previous year, we will be using a company called Vivature. Vivature utilizes web-based software to track injuries rehabilitation progress, and document medical visits, just like what is used by many healthcare providers you routinely visit. Vivature will also help establish our school facility as an in-network provider with your insurance company, allowing us to bill insurance companies for our athletic training services, just as is done by a typical outpatient rehabilitation clinic. Vivature will also help us verify your insurance benefits, ensure that your coverage is up to date, and that there have not been any changes that we need to know about.

Our new policy for athletic training rehabilitation care and expenses is as follows:

As you know, we ask that every Student-Athlete carry primary medical insurance. Unfortunately, CU does not accept insurance policies such as out-of-state Medicare and Accident policies. When an injury does occur, your athlete will be provided the same quality medical care that we have always provided.

However, we will now file a medical claim for these services against your primary insurance. You will NOT be responsible for paying anything additional out-of-pocket (copayments or coinsurance) for services that we bill for; we will simply accept whatever your insurance company would ordinarily pay for these services to other providers.

Using your primary insurance does NOT cause your rates to increase. Medical insurance is not like car insurance. In fact, due to recent law changes associated with healthcare reform, all rate increases can only be assessed using a community rating. This means that next year's rates will be based on the performance of all the members of a specific healthcare plan. In fact, some services such as annual physicals, etc.... can help improve the performance of your medical plan.

What to do if you receive an Explanation of Benefits (EOB) and/or bill....

It is inevitable that you will receive two items after we bill for any treatments, doctor's visits and referred services, etc. (1) an Explanation of Benefits (EOB) from the insurance company for services rendered and (2) a bill from the provider's office, hospital, or place of practice. If you receive a bill, simply forward that (along with a copy of the EOB) to us as soon as you can. Once we receive this information, we will forward the documents to our Vivature secondary insurance representative for processing the amount the insurance company has stated as 'patient responsibility' on your behalf. In other words, we will cover all out-of-pocket costs for you. In most cases (but not all), we will get the bill from your insurance company, but you will still get the EOB. Remember, an EOB is not a bill.

Examples of the types of services for which you may receive an EOB or bill from us include Rehabilitation and any other modalities used in the training room environment (ultrasound, massage, electrical stimulation, wound care, etc...). These are similar charges to what you would receive if you attended an outpatient physical therapy clinic. Other charges typically seen are student-athletes doctor visits, diagnostic testing, blood work surgical interventions etc.

Some unexpected benefits to you....

Utilizing this system can help lower your overall family medical expenses during a calendar year. Any charges related to us that your son/daughter incurs will be applied to his/her Individual insurance deductible, as well as your overall Family deductible. This means you will be working toward meeting your insurance deductible requirements without doing anything different or paying anything out-of-pocket. Specifically, this could be a huge benefit in the event that your son/daughter needs an MRI, surgery, etc... This could also benefit your family in the event that you have other medical expenses, as you will be closer to meeting your Family deductible requirements.

Finally, as we will be involved in verifying your insurance coverage, please notify us if you anticipate any changes to your coverage, plan or provider. We will have the ability to edit insurance information in our medical record system and even add an image of your new insurance card, but you or your son/daughter will need to provide us with a copy of the Front and Back of the new insurance card so we can upload it to our system.

Please contact me directly if you have any questions or concerns regarding the information I have just shared with you. We hope that continuing to utilizing this program will allow us the ability to further enhance the athletic training services we offer our student-athletes in our facility and department.

Thank you for the opportunity to serve your son or daughter!

Caitlyn Cox, LAT, ATC, BT-C
Head Athletics Trainer
Cameron University
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Lawton, Oklahoma 73505
awacasey@cameron.edu
O: 580-581-2402
C: 817-629-8097
F: 580-581-7960

Athletics Training Room Rules

1. It is the sole responsibility of the SA to report all injuries to designated Athletic Trainer (AT) to insure proper and expedient care. It is your responsibility to notify your sports designated Athletics Trainer before and after you see another sports medicine staff member. This will assure proper communication between you and staff members.
2. Unless otherwise directed, self-treatment will not be tolerated in the Athletic Training Room. Please see an Athletics Training Staff member(s) for proper care and application of all treatments.
3. Be respectful to others in the facility, as well our equipment.
4. Athletes are never allowed in the Athletic Training Room without the appropriate Athletics Training Staff member(s) due to liability issues.
5. The athletic training room is a coeducational facility. Minimum dress of shirts and shorts is required at all times unless removal is necessary for medical treatment and/or cryotherapy.
6. Inappropriate joking or language may result in the removal from the Athletic Training room
7. Respect what is asked by the Athletics Training Staff member(s) and do as directed.
8. Shoes and personal items must be placed into the black cubicles in the Athletic Training Facility before treatment is rendered. Only socks permitted while in the Athletic Training Facility
9. No food is allowed in the Athletic Training Facility unless approved by an Athletics Training Staff member(s)
10. No drinks allowed in the Athletic Training Facility unless it is in a container with a seal locking lid/cap
11. If you make a mess, YOU CLEAN IT UP.
12. Please refrain from shouting/yelling. Headphones must be worn when playing music and/or videos while in the Athletic Training Facility. Loud noise creates confusion and noise echoes off the walls.
13. Headphones are only permitted while getting heat/ice, E-stim, or rehabilitation ON YOUR OWN. etc. When you are having a one-on-one with an Athletics Training Staff member(s), you will NOT be on your phone at all.
14. Appropriate behavior and conduct will be enforced by the Athletics Training Staff.
15. Gossip and talking poorly about others will not be tolerated, no exceptions.
16. You must be on time to your designated treatment/rehabilitation times. If you do not show up or communicate with your AT, you take a chance of not getting proper treatment/rehabilitation for the day.
17. You must bring your own towels for whirlpool usage.
18. If you do not abide by these rules, you will be asked to leave and your coach will be notified of your noncompliance.

CONCUSSION

A FACT SHEET FOR COACHES

THE FACTS

- A concussion is a brain injury.
- All concussions are serious.
- Concussions can occur without loss of consciousness or other obvious signs.
- Concussions can occur from blows to the body as well as to the head.
- Concussions can occur in *any* sport.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.
- Athletes may not report their symptoms for fear of losing playing time.
- Athletes can still get a concussion even if they are wearing a helmet.
- Data from the NCAA Injury Surveillance System suggests that concussions represent 5 to 18 percent of all reported injuries, depending on the sport.

WHAT IS A CONCUSSION?

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can also result from hitting a hard surface such as the ground, ice or floor, from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.

RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, watch for the following two events among your student-athletes during both games and practices:

1. A forceful blow to the head or body that results in rapid movement of the head;

-AND-

2. **Any change** in the student-athlete’s behavior, thinking or physical functioning (see signs and symptoms).

SIGNS AND SYMPTOMS

Signs Observed By Coaching Staff

- Appears dazed or stunned.
- Is confused about assignment or position.
- Forgets plays.
- Is unsure of game, score or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows behavior or personality changes.
- Can’t recall events before hit or fall.
- Can’t recall events after hit or fall.

Symptoms Reported By Student-Athlete

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light.
- Sensitivity to noise.
- Feeling sluggish, hazy, foggy or groggy.
- Concentration or memory problems.
- Confusion.
- Does not “feel right.”



PREVENTION AND PREPARATION

As a coach, you play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your student-athletes:

- Educate student-athletes and coaching staff about concussion. Explain your concerns about concussion and your expectations of safe play to student-athletes, athletics staff and assistant coaches. Create an environment that supports reporting, access to proper evaluation and conservative return-to-play.
 - Review and practice your emergency action plan for your facility.
 - Know when you will have sideline medical care and when you will not, both at home and away.
 - Emphasize that protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
 - Review the Concussion Fact Sheet for Student-Athletes with your team to help them recognize the signs of a concussion.
 - Review with your athletics staff the NCAA Sports Medicine Handbook guideline: Concussion or Mild Traumatic Brain Injury (mTBI) in the Athlete.
- Insist that safety comes first.
 - Teach student-athletes safe-play techniques and encourage them to follow the rules of play.
 - Encourage student-athletes to practice good sportsmanship at all times.
 - Encourage student-athletes to immediately report symptoms of concussion.
- Prevent long-term problems. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

IF YOU THINK YOUR STUDENT-ATHLETE HAS SUSTAINED A CONCUSSION:

Take him/her out of play immediately and allow adequate time for evaluation by a health care professional experienced in evaluating for concussion.

An athlete who exhibits signs, symptoms or behaviors consistent with a concussion, either at rest or during exertion, should be **removed immediately from practice or competition** and should not return to play until cleared by an appropriate health care professional. Sports have injury timeouts and player substitutions so that student-athletes can get checked out.



IF A CONCUSSION IS SUSPECTED:

1. **Remove the student-athlete from play.** Look for the signs and symptoms of concussion if your student-athlete has experienced a blow to the head. Do not allow the student-athlete to just “shake it off.” Each individual athlete will respond to concussions differently.
2. **Ensure that the student-athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Immediately refer the student-athlete to the appropriate athletics medical staff, such as a certified athletic trainer, team physician or health care professional experienced in concussion evaluation and management.
3. **Allow the student-athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** Allow athletics medical staff to rely on their clinical skills and protocols in evaluating the athlete to establish the appropriate time to return to play. A return-to-play progression should occur in an individualized, step-wise fashion with gradual increments in physical exertion and risk of contact.
4. **Develop a game plan.** Student-athletes should not return to play until all symptoms have resolved, both at rest and during exertion. Many times, that means they will be out for the remainder of that day. In fact, as concussion management continues to evolve with new science, the care is becoming more conservative and return-to-play time frames are getting longer. Coaches should have a game plan that accounts for this change.

IT'S BETTER THEY MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, SIT THEM OUT.

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.



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CU Athletics Sickle Cell Guidelines



Sickle Cell Management

NCAA Division II legislation has been adopted that requires institutions, as part of the medical examination required before athletics participation, to include one of the following:

- a. A sickle cell solubility test
- b. Documented results of a prior test

This legislation is applicable to **ALL** SA(s) including transfers, walk-ons, and SA(s) trying out for a team.

Policy

Cameron University is committed to protecting the health of our SA(s) and providing a safe environment in which they may study, practice, and compete.

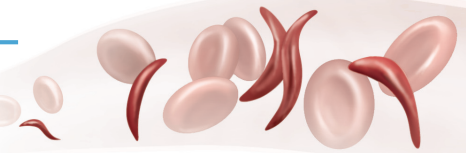
- a. No SA or PSA shall participate in any Cameron University sponsored tryout, practice, conditioning, or competition activity without having on file, in the Athletic Training office, documentation of the result of a sickle cell screening test or a written release and waiver of liability. SA(s) or PSA(s) who do not have proof of a sickle cell test or who have not signed a written release and waiver of liability will not be released for participation in any athletics activity.
- b. The SA or PSA sickle cell status shall be communicated to all relevant parties, including, but not limited to:
 1. The SA or PSA,
 2. Parent or guardian if SA or PSA is a minor,
 3. All Sports Medicine Team Staff,
 4. All Cameron University team physicians,
 5. Head and Assistant Coaches for the team on which the SA or PSA competes,
 6. The AD and AAD,
 7. Other institutional administrators, as needed.
- c. A SA or PSA who has a positive test for sickle cell trait will be allowed to return or initiate Cameron University sponsored athletics activities upon completion of a counseling session with a Cameron University team physician and/or Sports Medicine Team Staff.

Procedures:

In order to demonstrate compliance with NCAA legislation, Cameron University SA(s) must submit the sickle cell screening results to the Cameron University Sports Medicine Team. There are several methods available to meet this requirement:

- a. Contact your state government's newborn screening department to request a copy of your newborn screening results (all states are required by the US Department of Health and Human Services to test all newborn children for several different types of diseases including sickle cell.)
- b. Contact your pediatrician and request a copy of your newborn screening results.
- c. Arrange a test through your personal physician and submit results to the Cameron Athletic Training Department.

SICKLE CELL TRAIT



WHAT IS SICKLE CELL TRAIT?

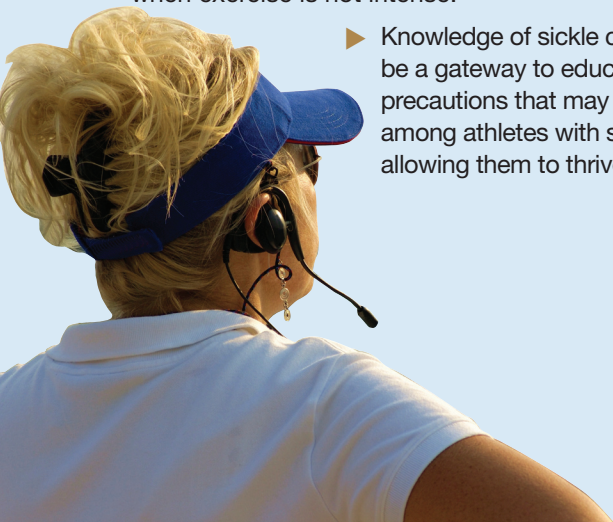
Sickle cell trait is not a disease. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. Sickle cell trait will not turn into the disease.

- ▶ During intense exercise, red blood cells containing sickle hemoglobin can change shape from round to quarter-moon, or “sickle.”
- ▶ Sickle red cells may accumulate in the bloodstream during intense exercise, blocking normal blood flow to the tissues and muscles.
- ▶ During intense exercise, athletes with sickle cell trait have experienced significant physical distress, collapsed and even died.
- ▶ Heat, dehydration, altitude and asthma can increase the risk for and worsen complications associated with sickle cell trait, even when exercise is not intense.

- ▶ Knowledge of sickle cell trait status can be a gateway to education and simple precautions that may prevent collapse among athletes with sickle cell trait, allowing them to thrive in sport.

DO YOU KNOW THE FACTS?

- ▶ Student-athletes with sickle cell trait should not be excluded from athletics participation.
- ▶ The NCAA recommends that athletics departments confirm the sickle cell trait status in all student-athletes.
- ▶ Between 2000-09, a reported seven football student-athletes with sickle cell trait died during conditioning activities. Other causes of sudden death include cardiovascular conditions, heat illness and respiratory distress (asthma).
- ▶ Complications associated with sickle cell trait are not limited to football. Other levels of competitive sports have documented cases in distance racing and during “suicide sprints” on the court, laps on a track, or a long training run.
- ▶ Unlike heat-related or cardiac conditions, athletes with sickle cell trait may present as being fatigued and can often talk, but may be experiencing ischemic pain and weakness in their muscles. Pushing the athlete to continue beyond this point for “toughness” or discipline can lead to a fatal collapse.



THE ROLE OF THE COACHING STAFF

An important note to head coaches and their staff is that the incidents of sudden death in athletes with sickle cell trait have been exclusive to conditioning sessions rather than game or skill practice situations.

While the definite cause of collapse among sickle cell trait athletes is not yet known, one hypothesis about what may be happening is that exercise intensity is a leading factor for sudden collapse, rather than the medical condition itself. Coaches should

conduct appropriate sport-specific conditioning based on sound scientific principles and be ready to intervene when student-athletes show signs of distress.

Student-athletes can begin to experience symptoms after only one to three minutes of sprinting, or in any other full exertion of sustained effort, thus quickly increasing the risk of complications. Many times, these complications occur when athletes are being pushed beyond their physiological limit while in an already-compromised position.

Provide an environment in which the following precautions can be activated. In general, student-athletes with sickle cell trait should:

- ▶ Slowly build up their intensity while training.
 - ▶ Have their fitness tests scheduled later in the training program. Use a progressive, periodized program and evaluate their performance once they are acclimated to the stress about to be placed upon them.
 - ▶ Be allowed to set their own pace while conditioning.
 - ▶ Implement a slow and gradual preseason conditioning regimen that prepares them for the rigors of the sport.
 - ▶ Be provided adequate rest and recovery between repetitions, especially during “gassers” and intense station or “mat” drills.
 - ▶ Be given alternatives for performance testing, rather than serial sprints or timed mile runs, especially if these activities are not specific to the sport.
 - ▶ Stop activity immediately upon struggling or experiencing symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness.
 - ▶ Stay well hydrated at all times, especially in hot and humid conditions.
 - ▶ Refrain from consuming high-caffeine energy drinks and supplements, or other stimulants, as they may contribute to dehydration.
- 
- ▶ Maintain proper asthma management.
 - ▶ Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.
 - ▶ Beware when adjusting to a change in altitude, e.g., a rise in altitude of as little as 2,000 feet. Modify training and have supplemental oxygen available.
 - ▶ Seek prompt medical care when experiencing unusual physical distress.

ENSURE STUDENT-ATHLETE WELL-BEING COMES FIRST

Planned emergency response and prompt access to medical care are critical components to ensure adequate response to an athlete who collapses or is in distress. Knowledge of a student-athlete's sickle cell trait status should facilitate prompt and appropriate medical care during a medical emergency. Institutions should have an emergency action plan in place that is reviewed and rehearsed at least annually with all athletics personnel. All coaches and the strength and conditioning staff should be certified in first aid and CPR.



For more information and resources, visit www.NCAA.org/health-safety

Strength & Conditioning

The following is a summary of the Strength and Conditioning program, including philosophy, program objectives, core values, training principles, services offered, rules, handling unacceptable behavior, relationship with Sports Medicine, and awards.

Strength and Conditioning Philosophy

CU Strength and Conditioning strives to be a program that prepares athletes of character who excel on the playing field, are resistant to injury, and who continue to lead healthy, active lives after collegiate sports. We aim to provide specific strength & conditioning programs for each sport in accordance with the physiological demands of the sport and the individual needs of the athlete. We seek to guide student-athletes to establish healthy lifestyle habits that help them to be successful in their sport and in life after competition. We are committed to creating a culture that fosters responsibility, effort, respect, community, curiosity, confidence, and competitive excellence

Program Objectives

- Enhance Athletic Performance – Use research-based methods to develop strength, power, speed, agility, mobility, conditioning, and body composition to increase sport-specific performance
- Improve Injury Resilience – Work alongside the Athletics Training Staff to:
 - Proactively focus on athlete weaknesses through strength development and increasing movement efficiency to limit the risk of injury.
 - Return injured athletes to competition as soon and as safe as possible.
- Encourage Character Building – Push athletes through physical and mental challenges to give them the problem-solving skills and confidence to compete at a high level and face adversity.
- Prepare for Life – Uphold each athlete to high standards based on positivity, effort, respect, integrity, responsibility, accountability, and community. Teach an understanding of nutrition to improve sport performance and quality of life

Core Values

- Responsibility – Encouraging athletes to take ownership of their training, nutrition, lifestyle habits, attitudes, & actions to make the best of themselves.
- Effort – Having an “I can” attitude and putting forth your best with intent and focus every day.
- Respect – Treating everyone with value, in and outside of sport.
- Community – Striving to provide support, accountability, and value to teammates, the athletic department, campus, and the community at large.
- Curiosity & Learning – Encouraging student-athletes to ask questions and helping them discover solutions through movement, creativity, conversation, and education

Training Principles

- Move efficiently in all planes of movement – Be able to move efficiently and develop strength & explosiveness in the sagittal, frontal, and transverse planes to augment sports performance and injury resilience.
- Balanced Development – Athletes routinely expose their bodies to risk of injury. We train to limit imbalances by training the whole-body using researched-based methods and variation in training throughout the year.
- Systematic Progression – If exercise continues at the same level, the body will stay at the same level. Therefore, to increase performance a systematic progression stressing the body past its

current capacity is needed.

- Train Explosively – Once a foundation of strength is established, train explosively to increase power and rate of force production in ways that translate to skills of each sport.
- Specificity – Every sport & position consists of different skills & levels of energy system usage. Strength & conditioning programs are designed in a way to create as much transfer to sport as possible while also addressing gaps in sport training that may expose the athlete to injury.
- Periodization – Training variables are carefully planned and adjusted throughout the year in accordance to each team's season in order to peak for competition.

Services Offered

This section gives an overarching view of the services provided and that are available to teams throughout the year. While the majority of these services are included as part of a team's normal training protocol, coaches may need to ask for or schedule a service mentioned so it can into the team's program and accommodations (space, equipment, etc.) can be made.

A. Program Planning

- The Strength and Conditioning staff provides year-round programming that targets athletic qualities that include, but are not limited to power, strength, speed, agility, endurance, movement efficiency, body composition, and balance. Training goals are systematically varied throughout the year with respect to the needs of each sport.
- The Strength and Conditioning staff aims for this to be a collaborative effort between the sport coach, Strength and Conditioning, and Sports Medicine staff in order to create the most effective program for each team. With team goals and athlete health as the foundation, training frequency, purpose of each phase of training, and other training parameters will be discussed with the sport coach.
- Performance and testing outcomes may be discussed throughout the year with the sport coaches.
- Sport coaches should also communicate conditioning and sprint work done within practice times or other drills/high intensity days that may affect training with the Strength and Conditioning staff.

B. Athletic Performance Training

1. Strength Training

- Resistance training uses the basic principles of overload, variation, specificity, progressions, individualization, frequency, duration, and intensity/load.
- Strength through a full range of motion is foundational to increasing resilience to injury, increasing potential power output (jump height, ball speed, etc.), the ability to absorb and produce force, the ability to use the core musculature through a functional movement, and other desirable health considerations.

2. Power

- Power is the ability to apply force quickly and is the athletic quality that allows for greater jump height, ball speed, sprint speed, etc. Because it is dependent on force output, a basic level of strength must be achieved first.

- Once a foundation of adequate strength and technique has been laid, the Strength and Conditioning staff will begin to use drills and exercises that target power production more frequently. The Strength and Conditioning staff may choose to use training modalities such as plyometric exercises, jumping, bounding, sprinting, med ball exercises (throws and slams), Olympic Weightlifting progressions, and other high velocity movements as they have been shown to be excellent in producing high levels of power output. Exercises/drills will be chosen in accordance to the needs of each sport.

3. Conditioning, Speed, and Agility

- Conditioning, speed, and agility (CSA) are important qualities of athletic performance that should not be overlooked. However, due to having to reserve space (football field or court space) ahead of time, including CSA work in a team's normal programming becomes challenging. Coaches interested in CSA work should request specific times with the Strength and Conditioning staff and establish who is responsible for reserving the desired space

4. Warm Up Protocol

- While the Strength and Conditioning staff will conduct a warm up prior to any training conducted by them, it is also a service that can be requested before practices and/or games if schedules permit. Please let the Strength and Conditioning staff know if this is something you are interested in.

C. Testing

- Strength testing will be done periodically with most teams. Typically, strength testing is performed at the end of a four to six week phase of a team's program as well as pre- and post-season. Most often, a multi-rep protocol is used to calculate a projected one-rep max. Multi-rep tests are typically safer due to a slightly lower load and are also easy to integrate into the team's training for the day while still giving an accurate picture of the athlete's current strength level.
- Power testing will be done periodically with most teams. Tests will typically be performed at the end of a four to six week phase of a team's program as well as pre- and post-season. Testing is also available per the request of the sport coach. Some teams may even use this as a monitoring tool that will help gauge how well their athletes are recovering and adapting to training. This testing will typically include a vertical jump test or a standing long jump.
- Speed, agility, and conditioning testing can be performed, designed, and/or researched by the Strength and Conditioning staff per the request of the sport coach. Timed tests will be hand timed. Examples include 10, 20, and 40-yard sprints.
- If a coach desires to test body composition, skinfold calipers can be borrowed from the SES department and the Strength and Conditioning staff is able to complete the skinfolds. A time should be scheduled well in advance to allow for time to access the calipers and to set up adequate time for the testing itself. Additionally, a coach may reach out to the SES department to see about the availability of skinfold or BodPod® testing (there may be an associated cost). Body composition measured by bioelectrical impedance (BIA) should **NOT** be considered as an accurate measurement.

D. Open Gym Hours

- Open gym hours will be scheduled around team times. These times are set aside for rescheduled lifts due to class or other conflicts. This time can also be used if a student-athlete would like extra work or feedback for a specific skill or weakness from the Strength and Conditioning staff. These hours are designed for intentional and focused work, NOT recreational lifting by student-athletes. The weight room may not be utilized by student-athletes outside of their team time, open gym hours, or another pre-arranged time with the Strength and Conditioning staff.

E. Recovery and Sleep Education

1. Recovery modalities are often overlooked or implemented in a less than optimal manner. We strive to educate student-athletes about the importance and implementation of both physical and mental recovery. While stress (training) stimulates adaptation, recovery and sleep create space for the adaptation to occur. We include recovery modalities like foam rolling, yoga, static stretching, breathing, etc. within our training sessions when appropriate and educate and encourage their use outside of mandated training times as well.
2. We also encourage healthy sleep habits – going to bed and waking up at the same time, trying to get 7 – 10 hours of sleep each night, creating a nighttime routine, etc. – and try to give athletes tips and tricks to get a better night's rest.
3. Teams and individuals are informally educated on the importance of recovery modalities and the sleep by the Strength and Conditioning staff as they come in for normal training in response to questions asked or if a need is observed, but teams can also make arrangements to have a more formal presentation by the Strength and Conditioning staff.

F. Nutrition, Hydration, and Nutritional Supplement Education

1. Nutrition and Hydration

- Proper nutrition and hydration can make a large impact in a student-athletes performance, training, and overall health. Often at the beginning or end of training sessions we stress the importance of hydration and offer a suggested intake (typically half of your bodyweight (lbs.) in fluid ounces) and also suggest ideal times for meals and snacks based on the team's training schedule. As areas of concern are observed or as athletes ask questions, we often have conversations with teams or individuals (examples are caffeine consumption, calorie count, macro balance, timing of meals, etc.).
- While these topics are most often addressed informally, the Strength and Conditioning staff is available for more of a formal nutrition and hydration presentation as well.

2. Nutritional Supplements

- The Strength and Conditioning staff will always encourage a “food first” approach. Eating a balanced diet that provides natural sources of nutrients will always be healthier than a nutritional supplement. However, we also recognize that our student-athletes are likely using nutritional supplements and that in some cases, using a nutritional supplement can be beneficial. Nutritional supplements are not designed to be a replacement for food, they are meant to add to an already balanced diet.
- **No supplements are pre-approved by the FDA.** The shortcomings of the regulation process can easily result in the contamination of nutritional supplements with substances that may be banned by the NCAA and/or may be harmful to our bodies (i.e. street drugs, heavy metals). **Therefore, choosing a nutritional supplement that is Third Party**

tested by a group like NSF Certified for Sport, Informed Sport, or Informed Choice is of utmost priority. Choosing a supplement that has *not* been third party tested invites a much higher risk of eliciting a positive drug test even if the supplement itself is not a NCAA banned substance. More often, positive drug tests are a result of cross-contamination.

- Athletes are informed at the beginning of the school year how to check if a supplement has been third party tested and are encouraged to bring the supplement to either the Strength and Conditioning or Sports Medicine staff if they are unsure or if they have any questions about nutritional supplementation. Athletes are continually reminded throughout the year that they are responsible for what they are putting in their bodies and need to be checking anything that they are consuming.
- If a coach or team desires more of a formal presentation, the Strength and Conditioning staff is available upon request to do so.

3. Marijuana and Cannabidiol (CBD)

- The NCAA bans all Cannabinoids which includes marijuana, tetrahydrocannabinol (THC), synthetic cannabinoids, and any substance that is chemically related. There are no exceptions for medical marijuana for NCAA athletes.¹
- Cannabidiol is a non-psychoactive cannabinoid found in marijuana and industrial hemp plants. CBD is NOT medical marijuana (medical marijuana is cannabis-based and has high THC levels).² Many cannabidiol (CBD) products are marketed towards athletes and labeled that they contain little or no THC. However, it is difficult to extract only CBD from the cannabis plant³ and CBD products are **NOT** regulated for purity². Studies show that variable levels of CBD and THC exist in products sold to consumers.² While CBD is not prohibited by name by the NCAA, it is not permissible. The NCAA Sport Science Institute states, “There is no justification for the use of cannabidiol in sport. Further, student-athletes who ingest cannabidiol risk testing positive of a banned substance.”⁴ **Therefore, student-athletes should refrain from the use of CBD products.**

Injury Risk & Relationship with Sports Medicine

1. Reducing Injury Risk

- Training with proper technique through a full range of motion and in all planes of motion plays an important role in reducing the risk of injury. Each athlete will be asked to train through all planes of motion – sagittal, frontal, and transverse. While one plane of motion may be predominant in a sport, training the body in other planes of motion helps to limit overuse injuries and to foster overall health and athleticism.
- All movements are monitored by the Strength and Conditioning staff for proper technique. Athletes will not be allowed to progress a movement (by adding resistance or using a more difficult variation) until they can show that they can safely perform the

¹ 2022-2023 NCAA Banned Substances List and NCAA Sport Science Institute Drug Policies for Your Health and Safety pamphlet.

² Drug Free Sport Insight, Third Quarter, 2018.

³ US Anti-Doping Agency: <https://www.usada.org/six-things-know-about-cannabidiol/> Accessed 7/11/2019

⁴ Drug Free Sport Insight, Fourth Quarter, 2018.

basic movement.

- Each team will be instructed on the use of spotters, using bar collars, proper exercise technique, and using the appropriate weight.
- Warmups will be performed prior to each training session and will be led by a coach, graduate assistant, or student-athlete designated by the Strength and Conditioning staff. The aim of the warmup is to prepare the body for the stress of the workout to follow.
- Equipment is assessed, maintained, and cleaned by the Strength and Conditioning staff and need for replacement of equipment is discussed with the Athletic Director.
- While injuries cannot be fully prevented, the Strength and Conditioning staff knows that a properly written and implemented training program with proper execution will reduce the likelihood of injury.

2. Managing Existing Injuries

- Athletes who have sustained an injury will have adapted workouts with the Strength and Conditioning staff. A training plan for the injured athlete will be adapted or created by the Strength and Conditioning staff within the confines given by the Sports Medicine Staff in respect to the athlete's specific injury and will progress as the athlete progresses through his/her return to play protocol.
- There is rarely a situation where an athlete cannot train due to an injury. Injured athletes are highly encouraged to continue to train with their team as a properly adjusted training plan can be very beneficial to the injured athlete. Benefits may include reduced detraining due to the injury, helping the athlete stay involved with the team, increased confidence through the return to play process, the opportunity to work on weaknesses they may have otherwise ignored or overlooked, and faster return to play.

3. Partnership with Sports Medicine

- The Athletics Training, and the Strength and Conditioning staff both play important roles in increasing resilience to injury, returning athletes to competition as quickly and safely as possible, and educating student-athletes about proper injury-management, nutrition, sleep, and overall health. Sports medicine and strength and conditioning are two sides of the same coin – both contribute valuable insight to the other to keep our student-athletes healthy and being able to perform at their highest potential.
- Informally, each staff typically communicates on a daily basis about training limitations, allowances, and observances during training for injured athletes. The Head Athletic Trainer and Head Strength & Conditioning Coach typically meet about once a week to discuss current injuries and concerns (i.e., risk of overuse, athlete behavior and psychological need, gaps in training, etc.).
- In some cases (typically surgical or a more severe injury), the Sports Medicine staff may choose to utilize activities monitored and implemented by the Strength and Conditioning staff as part of the return to play protocol.
- The Strength and Conditioning staff may be asked to help with pre-participation physical exams in the fall to help the process go as smoothly and quickly as possible. Tasks may include measuring height and weight, conducting a vision test, or other appropriate tasks as requested by the Sports Medicine staff.

Strength and Conditioning Rules

1. Respect everyone.
2. Be on time.
3. Stay focused and give your full effort.
4. Leave the weight room better than you found it.
5. Record your lifts.
6. Music must be clean & kept at a volume that the coach can speak over.
7. No headphones while working with a coach.
8. Cell phones MUST be in your bag or cubby.
9. Wear CU or neutral clothing – nothing from other colleges/universities.
10. Appropriate attire must be worn at all times.
11. No athletes permitted to train without a S&C staff member in the weight room.
Communicate with S&C staff about times that make-up/extra lifts may be done.
12. Keep food in the weight room to a minimum. No cans allowed – water bottles or sports drinks only. Throw away your trash.
13. Do NOT walk through the weight room if it is not your scheduled lift time.
14. No spitting on the turf. As a tobacco-free campus, there should not be any tobacco use in the weight room or indoor facility

Handling Unacceptable Behavior

All Strength and Conditioning staff members (head, graduate assistant, volunteers, and interns) will be treated with respect. Any violation of this rule will cause immediate removal from the weight room and the athlete may not return until he or she meets with the Head Strength and Conditioning Coach and a member of that athlete's coaching staff. Student-athletes who choose to not follow the posted expectations (Strength and Conditioning Rules - previous section) will face disciplinary action in accordance to the severity of their infraction. General disciplinary action is as follows, but may be adapted in accordance to the specific situation if needed.

- *First infraction:* Student-athlete is issued a verbal warning.
- *Second infraction:* Depending on the infraction, the student-athlete will be:
 - Asked to leave the weight room and the sport coach will be notified or
 - Perform an appropriate punishment for his/her behavior as deemed by the strength & conditioning coach.
 - Punishment may include cleaning weight room equipment or, rarely, physical punishment. Physical punishments are not encouraged by the Strength and Conditioning staff and will be used sparingly, if at all.
- *Third infraction:* The student-athlete will sit down with the strength & conditioning coach and the sport coach to discuss his/her behavior and the most appropriate way to carry forward. If needed, the Strength and Conditioning staff has the right to deny a student-athlete the privilege of using the athletic weight room.

Awards

Each year, the Strength and Conditioning staff presents the Iron Pick Axe at the end of year athletic awards banquet. This is a team award presented to the team that comes to each training session on time and focused. Members of the team are coachable, hungry to improve, and strive to keep each other accountable. The winning team has developed a

culture of excellence both in and outside of the weight room. Individuals, who display hard work, focus, and teamwork above expectations may be recognized throughout the year.

Expectations for Sports Coaches

A. Scheduling

- Team Times

Team workout times will be assigned according to the team's class and practice schedules. It is the head coach's responsibility to schedule his/her team's time with the Head Strength & Conditioning Coach. Priority for times will primarily be given to in-season teams, however, team size must also be heavily considered due to facility layout. Sport coaches are asked to notify the Strength and Conditioning staff when sport practices are and to make sure that his/her team is on time to their training session. Should a sport coach habitually send his/her team late to their training sessions, the Strength and Conditioning staff has the right to deny them a weight room time directly following recurring practices or events.

- Changes in Time & Cancellations

If a sport coach needs to cancel or change the time of his/her team's training session for whatever reason, please let the Strength and Conditioning Staff know as far in advance as possible so that we can adapt our training plans for the team and out of respect for our time. Schedule changes requested after 1:00pm for afternoon sessions or after 8:00pm for sessions the next morning are in no way guaranteed. If the sport coach fails to notify the Strength and Conditioning staff of tardiness or cancellation, the Strength and Conditioning staff can shorten the training session or refuse to train the team that day due to other obligations. Schedule changes must be asked of and approved by the Head Strength & Conditioning Coach!

- Individual Schedule Conflicts

Student-athletes that have a conflict with his/her team time are responsible for notifying the Strength and Conditioning staff and rescheduling his/her *own* training time in at least one hour in advance if at all possible. If this is a recurring conflict (i.e. class), the athlete is responsible for setting up an alternative schedule to train with the Strength and Conditioning staff. If it is a one-time conflict (i.e. class trip, family obligation, etc.), the athlete should schedule a time to complete the missed training session with the Strength and Conditioning staff. Work is not an acceptable reason to miss training sessions (whole or part). Student-athletes are encouraged to reschedule missed lifts during the scheduled open gym hours if at all possible.

All programs are designed with the assumption that the student-athlete will be consistent with his/her training. Absences from team workouts are harmful to the athlete's progression through the training cycle and should be discouraged by the sport's coaching staff and team leaders. Being late or missing workouts shows disrespect to teammates and the Strength and Conditioning staff and also speaks to the athlete's overall attitude towards improvement.

B. Meetings

- Sport coaches should meet with the Strength and Conditioning staff at least twice each year to discuss training goals and to review the training plan at the years end. Meetings should be arranged ahead of the meeting date by at least 24 - 48 hours to allow the Strength and Conditioning staff to be prepared to talk about the topic(s) required of them.
- The first meeting should occur 1 – 2 weeks prior to the student-athletes' return to campus in the fall. The purpose of this meeting is to establish training goals, finalize frequency of training and scheduling, and any concerns that the sport coach may have. The Strength and Conditioning staff should provide details of their training plan based on the goals given, previous training, training status of the student-athletes, and other factors.
- The second meeting should occur 1 – 3 weeks after the end of the competition season. The purpose of this meeting is for the Strength and Conditioning staff and the sport's staff to evaluate how pre- and in-season training went and to discuss the needs of the team moving into the off-season.

- Regular meetings can be planned throughout the year to discuss team progress and athlete needs, but are not required.

C. Miscellaneous

- The McMahon Athletic Center weight room is intended for intercollegiate athletes and their coaches. While coaches are more than welcome to use the facility, the Strength and Conditioning staff asks that coaches desiring to use the facility at the same time as his/her team ask ahead of time. For some teams, this can be a powerful for motivation, while for others it may be a distraction. Space and equipment availability may also be a limiting factor.
- Keycard access will be granted to all coaches for recruiting purposes only. Coaches are not to allow student-athletes into the facility when a Strength and Conditioning staff member is not present or when the Strength and Conditioning staff is not holding open gym hours.
- Sport coaches are welcome to be present in the weight room during his/her team's training session, provided that it is not a distraction. Coaches are encouraged to stop by during their team's training session on occasion as it shows that you value it as an important part of the team's development, however it is not required.



Pregnancy Policy



Cameron Athletics is committed to the personal health and development of all our SA(s) and to the educational mission of the University. We seek to provide an environment that respects all pregnancy and parenting decisions and encourages all affected SA(s) to work toward degree completion. In response to and in support of the NCAA's SA pregnancy guidelines, the Athletics Department of Cameron University has adopted the following SA policy.

Privacy & Care

If a SA suspects she is pregnant, she should contact the athletic training staff immediately. The SA must be under the care of an OBGYN of her own choosing. The CU athletics training staff can recommend an OBGYN at the request of the SA. The SA, athletics training staff, team physician, and the SA OBGYN will evaluate the potential risk to the SA and the likelihood of maintaining a viable pregnancy in connection with continued athletics participation. A SA's right to privacy is the same for pregnancy as it is for any other personal medical issue. As such, all medical information pertaining to pregnancy will remain confidential unless the SA gives permission to release the information. The athletic training staff will encourage the SA to discuss her pregnancy with her coach but the decision to inform a coach will remain at the discretion of the athlete.

If a SA chooses to compete while pregnant, she will be made aware of the potential risks of her particular sport and exercise in general by her OBGYN, the athletic training staff and/or CU's team physician. She will be instructed to discontinue exercise if she experiences any of the following: feeling over-exerted, vaginal bleeding, shortness of breath before exercise, dizziness, headache, chest pain, gastrocnemius pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage, or muscle weakness.

Informed Consent

Once a pregnancy is confirmed, the SA must allow the CU medical staff a limited release of medical information, allowing the results of any subsequent pregnancy-related testing to be shared with the athletics training staff and team physician so that determination can be made regarding the student-athlete's ability to continue sports participation. As recommended by NCAA guideline 3b, documentation outlining the SA's medical condition, potential risks of athletics participation during pregnancy, and the SA's understanding of these risks will be included in the medical record.

Return to Play

Post-delivery SA, or SA whose pregnancies do not reach full-term, must be evaluated by their OBGYN and the team physician prior to returning to athletic activity. The attending OBGYN will provide guidelines and recommendations for all continued participation in athletics and return to play decisions. The athletic training staff will work in conjunction with the OBGYN and team physician to ensure the SA's safe return to athletics should the SA decide to do so. Clearance for individuals to return to activity is solely the responsibility of the team physician or that physician's designated representative.

Exemption

The NCAA permits a one-year extension of the 10 semester clock of eligibility for a female student-athlete for reasons of pregnancy.

Scholarship & Financial Aid

A SA pregnancy will be treated as any other temporary health condition regarding receipt of institutional grants-in-

aid. Continued membership of the team sport is determined by academic performance and NCAA eligibility standing, sport contract, and team obligations and responsibilities. In accordance with NCAA bylaw 15.3.4, CU will not terminate or reduce a SA's athletics aid during the term of the award as a result of pregnancy. Therefore, during pregnancy, a SA may choose to discontinue athletic participation without jeopardizing her athletic scholarship for the length of the award period. However, voluntary withdrawal of the SA may result in loss of financial aid in subsequent award periods.

Insurance Coverage

Cameron University does not cover pregnancy nor will CU assume any financial responsibility for any claim related to the pregnancy including but not limited to: diagnosis, imaging, prenatal care, delivery or termination. All medical costs associated with diagnosing pregnancy, care of pregnancy, and/or termination of the pregnancy are solely the responsibility of the SA.



Waivers



Progress Toward Degree (PTD)

The FAR at Cameron University shall be responsible for reviewing the facts of any case for which a SA (or his/her coach) believes that an application to the NCAA for a PTD waiver should be completed. The FAR will report to the AD and the DC any recommendation to pursue or not pursue a PTD waiver. The decision to pursue or not pursue a PTD waiver will be made by the AD after consultation with the DC and the FAR.

Should the decision be made to pursue the PTD waiver, the FAR will be responsible for coordinating the submission, including entering the pertinent data into the NCAA on-line waiver submission program.

The DC will be responsible for obtaining any pertinent statements from the SA, coach(es), or athletics personnel. The FAR will be responsible for any statements from faculty or non-athletics administration and/or staff.

Student-Athlete Reinstatement (SAR)/ Committee Legislative Relief (CLR)

The DC shall be responsible for filing a SAR or CLR waiver once all facts pertaining to the case have been compiled and reviewed by DC, FAR and AD.



Promotional Activities



Promotional activities include but are not limited to community service and fundraising activities as referenced in NCAA Bylaw 12.5.1, included below:

Bylaw 12.5.1.1 Institutional, Charitable, Educational or Nonprofit Promotions.

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational, nonprofit or government agency (e.g., the armed services) may use a SA's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- a. The SA receives written approval to participate from the institution's chancellor or president (or his or her designee), subject to the limitations on participants in such activities as set forth in Bylaw 17,
- b. The specific activity or project in which the SA participates does not involve co-sponsorship, advertisement or promotion by a commercial agency except as follows:
 - a. Identification (e.g., graphics, voice over, on-screen text) of the commercial entity must explain the commercial entity's affiliation with the permissible entity (e.g., entity is the official sponsor of the institution/event),
 - b. The appearance or description of the commercial product(s)/service(s) and/or the commercial entity's logo(s) may be included, but may not exceed 25 percent of the total promotional activity. Further, language or action included in the promotion may not directly encourage the use or purchase of the commercial product or service (e.g., "drink this product") with which the commercial entity is associated.
- c. The SA does not miss class,
- d. The SA may accept actual and necessary expenses from the member institution, member conference or the charitable, educational, nonprofit or government agency related to participation in such activity,
- e. The SA's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency,

Any commercial items with names or pictures of SA(s) (other than items specified per Bylaws 12.5.1.6 and 12.5.1.7) may be sold only by the member institution, member conference or NCAA, through outlets controlled by the member institution, member conference, or the NCAA or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event).

Bylaw 12.5.1.1.1 Signed PSA's Participation in Institutional Fundraisers or Promotional Activities.

A PSA may participate in institutional fundraisers or promotional activities prior to his or her initial collegiate enrollment, provided the PSA has graduated from high school and has signed a National Letter of Intent or a written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission.

All community service and fundraising activities must be approved by the DC and the AD by submitting the "Promotional Activities" form to the DC, prior to any event taking place.



Competition Schedules



All game schedules must be finalized and approved by the AD. Schedules are to be submitted for final approval as soon as they are completed. No contests or travel to contests shall be scheduled during Finals Week. The following dates are “recommended” targets for final approval:

Fall Schedules – June 1

Winter Schedules – August 1

Spring Schedules – December 1

It is recommended to schedule a meeting with the AD to discuss scheduling philosophies prior to or during the scheduling process in order to alleviate unnecessary and/or adjusting of contests. Under no circumstances are game contracts to be submitted to opposing institutions or completed by coaching staff members without the signature of the AD.

Pre-season and holiday break schedules, specifically prior to the official opening of the cafeteria and dorms or anytime the institution is officially closed, are to be approved by the AD. It is recommended that approval occur prior to making any travel arrangements.

NOTE: No home athletic contest can start prior to 1 p.m. on Sundays; however, the AD may grant an exception on a case-by-case basis.



Recruiting



Certification

Head coaches, full-time assistant coaches, graduate assistant coaches and volunteer coaches must complete the required Coaches Certification Module in order to recruit off campus, and monitor/supervise any CARA. Only those individuals NCAA-certified may make telephone calls to prospects and transport recruits on official visits.

Monitoring Procedures

1. Any and all initial contact, phone call, electronic transmission and/or distribution of athletically related recruiting materials must be documented on the prospect's recruiting file. For high school prospects a transcript must be placed in the PSA's recruit file.
2. For initial recruiting "inquiries" only, coaches must document the initial contact, phone call, electronic transmission and/or submission of athletically related recruiting material on the "Monthly Initial Recruiting Log".
3. All initial recruitment logs will be reviewed and verified by the DC on a monthly basis.
4. Please be aware personal phone records must be provided for institutional and/or audio review when requested.
5. If contacted by a four-year transfer PSA, the coach can only educate the prospect as to the NCAA rules. No recruiting conversation may take place until notification of contact has been sent or PSA is on the TP. To request permission to contact a four-year transfer who is not on the TP, notify the DC who will then send the appropriate written request.

Off-Campus Recruiting

Any coach recruiting off-campus must:

1. Pass NCAA coaches certification test
2. Review NCAA rules pertaining to contacts and evaluation periods
3. Submit travel request, regardless of reimbursement status
4. File for reimbursement, if necessary.

PSA's Visit to Campus

Coaches **must** inform the DC of all unofficial and official recruiting visits PRIOR to the visit. Coaches are responsible for proper documentation prior to, during and after a recruiting visit has been made by a PSA

Official (paid) Visits – Coaches must submit to the DC, a PSA's recruit file with required information needed prior to the visit (see Official Visit Packet checklist). The DC will review the file, sign off on documentation required prior to the visit and return the file for completion during the visit. At the conclusion of the visit, coaches must review the required documentation of the visit with the PSA, secure appropriate signatures and return the completed file to the DC within 48 hours of the completion of the visit. Once the DC has reconciled all paperwork, the file will be returned to the coach.

Unofficial Visits – Coaches must start a recruit file to include unofficial visit packet and all documentation required prior to the visit (see Unofficial Visit Packet checklist). At the conclusion of the visit, coaches must review the required documentation of the visit with the PSA, secure appropriate signatures and return the completed file to the DC within 48 hours of the completion of the visit. Once the DC has reconciled all paperwork, the file will be returned to the coach

Tryouts – Coaches must review NCAA Bylaw 13.11 and 17.02.14 for legislation regarding tryouts for a PSA or enrolled students.

Any PSA or enrolled student who participates in tryout must present the following.

- Unofficial Transcript (high school - PSA's only)
- Physical administered or supervised by a MD, DO or PA within 6 months prior to participation
- Sickle Cell Solubility Test results

Procedure

Notify the Sports Medicine Team Staff and the DC ASAP

Prior to the tryout, coaches must obtain transcripts (if applicable) and submit them to the DC for approval and signature. In addition, physicals and sickle cell test results can be submitted to the Sports Medicine Team Staff and/or the DC for approval and signature via one of the following:

- Unofficial or Official Visit Packet
- 14-day Tryout Form
- One-time Tryout Form

If prior approval and signature are not an option, please communicate with the Sports Medicine Team Staff and DC to ensure either one will be available at the tryout for review of required documents.

Note: All recruiting files must be submitted to the DC upon completion of any and all visits



Requesting a Scholarship



When requesting a National Letter of Intent and/or an Athletic Scholarship, please present the following information to the DC:

Completed Recruit File (data info, visit documentation, contact log, phone calls, *transcripts, etc...)

***Effective Jan 23, 2020:** An institution shall not provide a high school, prep school, two-year or four-year college PSA with a NLI or written offer of athletically related financial aid until the PSA presents the institution with a high school, prep school or college transcript (official or unofficial).

Financial Aid Agreement: All information is required.

NCAA Eligibility Center ID #: A high school, prep school and 2-yr transfer, PSA must be registered with the EC and added to the institution's IRL before a NLI and/or financial agreement can be issued.

The DC will review the file, prepare a signing packet with instructions and return to the coach for review and signatures.



Eligibility Certification



The National Collegiate Athletics Association (NCAA) requires students to meet minimum academic criteria to be eligible for intercollegiate competition. Following is the process used at Cameron University to ensure that our SA(s) are eligible for competition, practice and athletic financial assistance.

The first step of the evaluation process will be divided into three categories: initial eligibility, transfer eligibility, and the eligibility for continuing SA(s). The general rule for initial eligibility and transfer eligibility is that these students must serve a year in residence (two full time semesters) before they are eligible for competition. However, there are several exceptions to this rule, and this document will address how we determine if a student is eligible for any of the exceptions.

Initial Eligibility

For a student to be eligible to compete as a freshman (or before serving a year in residence) they must register with the NCAA Eligibility Center for an evaluation of their high school credentials. EC staff will determine if the student is eligible for competition (a qualifier) or not eligible for competition. For those students that are not qualifiers, the Cameron University DC will determine if these students are “partial qualifiers” or “non-qualifiers” as this status will impact eligibility for practice and financial aid based on athletics ability.

Transfer Eligibility

The FAR will have the primary responsibility for the determination of eligibility of SA(s) transferring to Cameron University. For students transferring from any 2- year institution in the United States, the FAR will work with the Office of Admissions to determine the number of transferable credit hours, the number of semesters that the student was enrolled full time, and the transfer GPA (using those rules for calculation of a transfer GPA that are defined in the NCAA Bylaws) for SA(s). For SA(s) transferring from 4-year institutions, and for all international SA(s) transfers, the FAR will determine eligibility after consulting with the Office of Admissions and the DC.

Continuing Student-Athletes

SA(s) that have been enrolled at Cameron University for at least two semesters, or who have engaged in intercollegiate competition for Cameron University are classified as continuing SA(s). NCAA Bylaws mandate that these students maintain progress toward their designated PTD. PTD is measured two ways: first by completion of an appropriate number of credit hours, and second by maintaining an appropriate grade point average. The FAR and DC will have primary responsibility for the determination of PTD for these continuing students. The FAR will consult with the Registrar to insure that students are completing courses that will allow them to meet the PTD requirements from the NCAA. Furthermore, once a SA has completed 4 full time semesters, the Registrar, or designee, will monitor enrollment to insure PTD requirements are being met as they relate to degree-applicable courses.

Other Requirements for Eligibility

There are several other requirements for a student to be eligible for intercollegiate competition. They include that the student be in good academic standing (monitored by the FAR) and be enrolled in a minimum of 12 credit hours (monitored by the FAR and DC). To ensure compliance with the requirement that students be enrolled full time, any changes to a SA schedule during a semester must be coordinated by the FAR. SA(s) will be identified as such in the Cameron University computer system, and this “flagging” of SA(s) will be the responsibility of the DC. The DC will also be responsible for monitoring the completion of all NCAA forms that must be completed by CU’s SA(s) before competition, and shall also be responsible for communicating such compliance to the FAR prior to certification of eligibility.

To maintain eligibility once a SA has been certified for a semester, the SA must pass a minimum of 9 credit hours of degree-applicable coursework to be eligible in the following semester. The FAR will be responsible for monitoring this. Also, at the end of each semester, the FAR shall prepare an “end of semester” report for the AD and the DC to include the SA who, based on previous academic performance, may face academic eligibility problems the following academic year.

Amateurism Certification of Student-Athletes

All PSA(s) who have never attended a NCAA Division I or II institution, must register with the NCAA Eligibility Center and complete the “amateurism” section. This includes two- and four-year transfers. All incoming freshman must complete the “academic” and “amateurism” section of the Eligibility Center.

The DC will monitor amateurism status at the EC as well as the “gap” time that will occur from the date the Eligibility Center issues a “final certification” status and the day the prospect arrives on campus. The DC will confer with the FAR on all amateurism certifications for completion of the eligibility report.

Ineligible Student Athletes

SA(s) who are not eligible for competition, may not travel with the team nor receive travel expenses to road contests. If the SA attends a road contest on their own, they cannot participate in pre- game warm-up or sit on the bench.

Ineligible SA(s) may sit on the team bench, (not in uniform) at home contests. Please see Figure 14-2 in the NCAA manual for further restrictions for partial qualifiers and non-qualifiers during their initial year of collegiate attendance.



Roster Management



Walk-On Prospects

Walk-ons are those individuals who are seeking to be a member of your team and who are **not** receiving athletic aid. They *may* or *may not* be recruited. If they want to be a member of your team “**after**” the team compliance meeting at the beginning of the year, they must go through the authorization process.

The Head Coach should initiate this process when he/she agrees to allow someone to “walk-on” the team. The individual should not be allowed to participate in activities until the DC and Sport Medicine Team have signed the “Walk-on Authorization to Participate” form and the signed copy has been returned to the Head Coach. Under no circumstances should an individual be allowed to participate in any supervised activities until this form and all other paperwork (including physicals) have been completed. This information is also vital for determining eligibility for practice AND competition.

Once classes begin, if an enrolled student wants to “try-out” or “walk-on,” you have two options. You can allow the enrolled student to participate in one tryout following all NCAA conditions listed in Bylaw 17.02.12 or allow the enrolled student to walk-on your team for an “extended tryout”. Once again, if they did not participate in the team compliance meeting, you need to initiate the authorization process (Walk-on Authorization to Participate form).

Dismissals/Withdrawals

Once rosters have been submitted and/or eligibility has been certified, individuals who *voluntarily withdraw* from the team as well as individuals who are *dismissed* from the team must sign “Withdrawal/Dismissal Form.”

The Head Coach upon withdrawal or dismissal of a SA should initiate this process by completing sections C & D of the form. The coach should make every attempt possible to request that the SA acknowledge their voluntarily withdrawal or dismissal by signing the form. If the SA doesn’t respond, then submit the form to the DC without SA’s signature. The form should be forwarded to the DC within 24 hours for proper and timely notification if athletic aid is being canceled or reduced. The DC will notify the SA for their signature.

Under no circumstances should an individual cease to be a member of a team without this form being completed. This is vital information for the NCAA squad-list as well as “unflagging” them as student- athletes.

Note: At any time - for any reason, a SA ceases to be a member of an athletics team, the AD and the DC must be notified immediately.

Rosters for Team GPA Calculations

All SA(s) listed on the squad list as of the first competition date (championship or non- championship segment), shall be included in the team grade point calculation. Should a team *not* compete in the non-championship season, those SA(s) on the squad list as of the 23th practice opportunity in the 45-day window will be included in the team grade point calculation. Tennis and golf – 31st practice opportunity in the 60 day window.



Athletic Scholarships



Tuition and Fees

Coaches may not pay the additional online fee associated with online courses.

Room & Board Off-Campus

Effective 2011-12: room and board scholarships may be awarded off campus due to limited availability of campus housing. The DC will request that a monthly stipend check be processed by the Business Office for the duration of the award. The SA will sign for the check in the Administration Building.

Please be advised should a SA be removed from housing for misconduct, and they are receiving a room and/or board scholarship, that portion of the scholarship will be cancelled. They will not be allowed to receive the remainder of the award for that term or subsequent term in an academic year via an off- campus stipend.

The room and/or board portion of the scholarship may be re-instated once the SA is allowed to move back on campus.

Effective 2018-19: All Cameron University students receiving athletics aid of any kind with 29 or fewer earned hours college credit must reside in campus housing.

Requests for policy exceptions and appeals may be presented to the AD for review and recommendation by the Intercollegiate Athletics Committee (policy paused for COVID).

Books

Books and course related supplies may be charged against a book scholarship. However, the SA must present a copy of their course schedule to verify the book and must present written documentation for any course related supplies (e.g., syllabus, letter from professor etc...)

Flex Scholarship

Coaches may award flex dollars that can only be used to purchase meals on campus. This award may carry over from fall to spring; however, any funds not used by the end of spring term will **NOT** carry over to the summer term or subsequent fall term.

Award Initial Scholarships

When a coach wishes to extend an initial scholarship offer to a PSA, he/she must present a completed recruiting file to the DC. The DC will review the file and then prepare a “signing packet” for the Coach and the Director of Financial Aid to review and sign.

Athletic Aid will not be “awarded” (placed on scholarship list) until all financial aid documents are complete AND, the PSA is eligible to receive athletics aid.

Renewal/Non-renewal/Cancellation/Reduction

Shortly before the conclusion of each semester, each Head Coach will be given a list of the scholarships that are currently awarded in their sport. These lists will be issued on approximately November 15 and April 15. The list will contain the names of SA(s) currently receiving a grant, the term of the grant as well as the amount of the grant. You should indicate what action you wish to take...renewal, non-renewal, or cancellation. Once all additions, deletions, reductions, increases, and other changes are made, the coach should sign and return the list to the DC (by the date specified in the memo accompanying the list). From this list, new financial aid agreements will be prepared and forwarded to the Director of Financial Aid.

If a Head Coach reduces, cancels or non-renews a scholarship, then a notification letter will be sent to the SA from the Director of Financial Aid informing them of their right to appeal. It is strongly recommended you meet with those SA(s) to discuss your decision and inform them that they will receive written notification at a later date.

Appeal Policy and Procedures

The Director of Financial Aid shall send a notification letter via certified mail or to an official Cameron University email address within 14 consecutive calendar days from the date a SA has been notified of the decision to reduce or cancel aid during the period of the award or the reduction or nonrenewal of aid for the following academic year. The notification shall inform the SA that in accordance with NCAA rules and institutional policy, the SA shall have the opportunity to appeal the decision of the athletic department. Furthermore, the notification of the hearing opportunity shall include the procedures by which the SA can appeal. The institution shall conduct the hearing within 30 consecutive days of receiving a SA's request for the hearing. The Financial Aid Appeals Committee, independent of the athletic department, shall conduct the hearing.

Procedures for filing an appeal are the following:

1. SA(s) must notify, in writing, their request to appeal within 14 consecutive calendar days of receipt of notification,
2. The Director of Financial Aid shall set the hearing date, to be within 30 days of the student- athlete's hearing request,
3. The SA must submit all documentation (letter explaining the situation and any documents that will assist the committee in making a decision) to the Director of Financial Aid seven calendar days prior to the hearing date.

The Director of Financial Aid shall notify the AD (or his/her designee) of the SA's request for an appeal and the hearing date. The Director of Financial Aid shall request all documentation relevant to the reduction, cancellation or nonrenewal of athletics aid from the athletic department to be submitted seven calendar days prior to the hearing date. Once all documentation has been received from the athletic department and the SA, the Director of Financial Aid will review all documentation to ensure that all issues are covered by both parties. The Director will contact the SA or athletic department if any additional information is needed. An appeals packet, with documentation from both parties, will be sent to each committee member for review. The committee shall meet to discuss and decide the outcome of the appeal. The appeals committee may request the presence of both parties for further questioning, if needed. Once a decision is made, the Director of Financial Aid will contact the SA and the athletic department of the decision. All decisions of the committee are final.



Transferring Request Procedure

The student athlete shall request, in writing, to enter the Transfer Portal (TP) if pursuing a transfer to a NCAA (any division) institution. Placement in the TP will give the NCAA institutions Permissions to contacts the SA. The SA does not need permission to contact NAIA, NJCAA or any other athletics association's institutions.

Once the SA request to enter the TP, the DC will schedule a meeting to educate the SA on the transfer process, rules, and information on the completion of the NCAA Transfer Module. Once the SA sends the Certificate of Completion to the DC, the DC will enter the SA in the TP within 7 days.



Academic Success Plan



Team GPA is an essential ingredient in any athletic program at Cameron University. Often stated, “we are judged by wins and losses, but we are also judged by community service, social behavior, and GPA’s,” is a statement of fact and one not to take lightly. The Aggie Athletic Department’s GPA goal is 3.0. One of our responsibilities is to prepare our young people for life after college. High expectations result in high achievements.

“Academic Success Plan”

Coaches are given the responsibility to ensure academic success of every SA(s) in their respective program. The Cameron University Athletic Department’s GPA Goal is a combined 3.0. We will continue to strive to achieve that goal and once obtained, we will strive to maintain our achievement.

Athletic Programs: Baseball, Men’s/Women’s Basketball, Men’s/Women’s Cross Country, Men’s/ Women’s Golf, Softball, Spirit, Men’s/Women’s Tennis, Men’s/Women’s Track and Volleyball. Each Head Coach will define the academic expectations of their program and SA(s) within their “Team Rules” document, which is to be distributed at the first team meeting in the fall.

Team GPA < 2.8: Head coach will present the AD with an academic improvement plan that moves their program towards the department 3.0 GPA goal. This will be implemented after AD approval. This is the only required action.

Team GPA < 2.5: Program coaching staff will issue each team member a bi-weekly attendance/grade check form in order to obtain daily attendance and grade information. Only AD with a 3.0 or better will be exempt from this requirement. Coaching staff will be responsible for contacting, either in person, telephone, or by email professors whose attendance and grade information have not been obtained. Documentation of each contact will be included with the attendance/grade check packet.

A weekly academic meeting with each team and a member of the respective coaching staff will be arranged by the coaching staff in order to discuss concerns, successes, needs, etc.

A monthly meeting with the coaching staff, which will include the Head Coach, will be conducted by the AD or the AAD in order to discuss academic team performance.

It is the coaching staff’s responsibility to secure a room for mandatory study hall. Documentation of attendance will be required and turned into the AD at each monthly meeting.

Each team member shall be required to attend study hall for a minimum of six hours per week (Sun-Sat). Coaching staff will determine times and locations. In the event a SA misses a class or a scheduled study hall as deemed unexcused by the Coach, it shall be noted. At the discretion of the Coach, a meeting with the SA, coaching staff and AD shall occur. As a result of the meeting, disciplinary action will be handed down from the AD, which could include a warning, suspension, or dismissal from the program. If the SA is dismissed from the program, the cancellation of all athletic financial aid could occur. If dismissed, the SA will no longer be considered a part of the Cameron University Athletics Department

Exhausted Eligibility:

For SA(s) having exhausted their NCAA eligibility after their athletic season, regardless of GPA, continued academic progress is expected. If class attendance diminishes, a meeting with the SA, coaching staff and AD shall

be mandatory. If the SA continues to miss class, the cancellation of all athletic financial aid could occur.

Appeal Process:

SA(s) have the right to appeal any decision from the AD as is written in the Cameron University SA(s) Handbook under the SA Grievance Procedure section.

Tutoring:

Any SA is eligible for tutoring services offered by the university and the athletic department. A SA must make an initial request for tutoring through their respective head coach.



Drug Testing Policy



PURPOSE AND SCOPE

- 1.01 Cameron University seeks to maintain an educational environment that is conducive to high academic and safety standards for its students. The abuse and misuse of drugs and alcohol are major problems for all segments of contemporary American society. Student athletes occupy a special position in the University community. They must maintain a high degree of physical fitness and alertness to ensure maximum personal safety and to enable them to perform to their best capacity in athletic endeavors. Through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. In addition, because athletes are often viewed as role models by their peers, they must adhere rigorously to the highest standards of ethical behavior in their chosen sports. The intent and purpose of this policy and the resulting substance abuse program are not punitive, they are educational and preventive. The goals of the program are threefold: (1) to provide for the health and safety of all student athletes; (2) to undermine the effects of peer pressure by providing a legitimate reason for student athletes to refuse to use illegal drugs; and (3) to encourage student athletes who use drugs to participate in drug treatment programs. The program is designed to ensure that student athletes remain drug free, so they may continue as student athletes at Cameron University and benefit from the mental and physical health associated with participation in intercollegiate athletics.
- 1.02 Cameron University also seeks to maintain a high level of moral and team spirit among its student athletes. Student athletes devote significant amounts of time and energy to improving and maintaining their respective skills. Each athletic team depends upon team members to be physically fit and available to participate at all intercollegiate competitions. NCAA rules subject many athletes to random drug testing at NCAA competitions and prohibit participation by those who test positive for many drugs. If a student athlete is barred from competition at an NCAA event, the entire team suffers the loss of the team member's skill. An ongoing program of deterrence regarding the use of illegal drugs can reasonably be anticipated to limit this type of risk to the CU athletic teams, and will thereby better ensure the confidence of each team in the reliability of its members.

DEFINITIONS

- 2.01 (a) Athletic Director - The CU employee responsible for overseeing all athletic programs of CU. In the event of the absence of the Athletic Director, then this term shall be deemed to include such other person as may be designated by the Athletic Director for such purpose or by the University administration, when deemed appropriate.
- (b) Banned Substance - A substance defined by this policy as being banned from use by student athletes.
- (c) Chain-of-Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.
- (d) Illicit or Illegal Drugs - For purposes of this policy, the term illicit or illegal drugs: will mean the following listed drugs, in the cut-off concentration listed adjacent to the name of the drug:

Urine Drug Test:

Substance:	Screen Cut-Off:	Confirmation Cut-Off:
Amphetamine/Methamphetamine	300 ng/mL	200 ng/mL
Cocaine	100 ng/mL	50 ng/mL

Marijuana	150 ng/mL	150 ng/mL
Ecstasy (MDMA)	300 ng/mL	200 ng/mL
Opiates	300 ng/mL	300 ng/mL
PCP	20 ng/mL	10 ng/mL
Barbiturates	200 ng/mL	100 ng/mL
Benzodiazepines	200 ng/mL	100 ng/mL

Oral Fluid Drug Test:

Substance:	Screen Cut-Off:	Confirmation Cut-Off:
Amphetamine	100 ng./mL	10 ng./mL
Methamphetamine	40 ng./mL	10 ng./mL
Cocaine	5 ng./mL	4 ng./mL
Marijuana	1 ng./mL	0.5 ng./mL
Opiates (Incl.Oxycodone)	10 ng./mL	10 ng./mL
Ecstasy (MDMA)	40 ng./mL	10 ng./mL
Phencyclidine (PCP)	1 ng./mL	2 ng./mL
Barbiturates	20 ng/mL	10 ng/mL
Benzodiazepines	1 ng/mL	0.5 ng/mL

- (e) Illicit or Illegal Substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.
- (f) Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.
- (g) Quantitative Levels - The measurement levels of a specific chemicals in the urine or oral collection reported usually in nanograms per milliliter (ng/ml).
- (h) First Positive Result- A First Positive Result will occur as a result of a positive drug test result regarding a test performed on a urine or oral sample, or in the event of a deemed failure pursuant to sections 4.06 or 4.07.
- (i) Second Positive Result - A Second Positive Result will occur as a result of a positive result regarding a test performed on a urine or oral sample subsequent to the test of the first urine or oral sample, or in the event of a deemed failure pursuant to sections 4.06 or 4.07.
- (j) Student Athlete - For the purpose of the Policy, the term “student athlete” shall be as defined by Cameron University.

POLICY

- 3.01 General Statement of Policy. It is the policy of CU to prohibit the use of illegal drugs and abuse of alcohol by student athletes, and to thereby (1) promote the physical safety and mental health of the student athletes and other students with whom they come into contact through participation in the Athletic Program, and (2) promote the morale and team spirit of the CU athletic teams by decreasing the risk that a team member may be banned from competition as a result of a last minute drug test performed pursuant to NCAA rules.
- 3.02 NCAA Compliance. It is also the policy of CU to comply with NCAA rules prohibiting the use of illegal drugs and abuse of alcohol by all participants in NCAA activities.
- 3.03 Drug Testing. As a corollary to the above policy statement, it is the policy of CU to randomly drug test student athletes throughout each academic year. The student athlete is also subjected to drug

testing for probable cause for suspicion of drug use (Exhibit G). Test results will be analyzed by duly licensed testing facilities, qualified to perform drug tests by the laws of the State of Oklahoma. The cost of all testing, with the exception of retests performed as a result of challenges, shall be borne by CU.

- 3.04 Violation of Policy. Any student athlete who violates the CU policy prohibiting use of illegal drugs or abuse of alcohol as determined by the procedures set forth below will forfeit his or her right to participate in the CU Athletic Program.
- 3.05 Nutritional Supplement Advisory- Student athletes are responsible for any substance ingested. Student athletes must read and sign the Nutritional Supplement Advisory Form (Exhibit E). Nutritional supplements may contain NCAA banned substances, resulting in a positive drug test and loss of NCAA eligibility or institutional eligibility. Student-athletes are encouraged to check with the Head Athletic Trainer or Head Strength and Conditioning Coach for questions about dietary supplements and NCAA banned drugs, before consuming any nutritional supplement or other substance other than food (Exhibit F).

PROCEDURES

- 4.01 Informed Consent for Testing. At the beginning of each academic year, or prior to participating in any athletic practice or competition, each student athlete and the parent/guardian/custodian of any student athlete who is under age eighteen (18) will read the Consent to Perform Drug Testing form (Exhibit A) and sign the Informed Consent Agreement (Exhibit B). A student may not participate in any practice or competition until the referenced form is properly executed and on file with the Athletic Director.
- 4.02 Selection of Student Athlete for Testing. At the beginning of each academic year, the Athletic Director or designee will prepare a list of CU student athletes. The list will be sent to Drug Free Sport, who will establish and maintain a computer-generated random selection program or random number table pursuant to which names of student athletes will be selected for random drug testing. The student athlete may also be subjected to drug testing based off reasonable cause or suspicion of drug use. Any student not present upon the date selected for testing will be tested as soon as is reasonably practicable, as determined by the Athletic Director.
- 4.03 Scheduling. Random urine or oral sample tests should be conducted on a continuing basis throughout each academic year. Athletes may be tested on multiple occasions, depending upon the name generation of the random computer selection program. Drug test performed due to reasonable cause or suspicion of drug use will be conducted throughout the academic year.
- 4.04 Notification. Immediately prior to each drug test, a written testing notification (Exhibit H) will be delivered to each student athlete selected for testing. The notification will state the exact date, time and facility with respect to which the selected student athlete is to report.
- 4.05 Disclosure of Ingested Medications. Student athletes will disclose to the Athletic Training office any and all medication utilized at any time. Because some types of medication may pose a risk of injury, the discovery of such a substance in the course of a test will not be excused unless the student athlete has made appropriate disclosures to the Athletic Training office immediately upon ingestion and prior to testing.
- 4.06 Failure to Consent or Submit to Testing. Any student athlete who: (a) does not consent to drug testing as provided in this Policy, (b) does not cooperate with the testing agency, (c) fails to submit to drug testing, (d) fails to appear for a scheduled drug test in a timely manner;

(e) fails to submit a urine or oral sample during specified assigned times, or who submits or attempts to submit (f) false signatures, persons or samples relating to the drug test, or otherwise attempts to manipulate urine or oral specimens or drug test results, will automatically be deemed to have experienced a First Positive Test result. A student athlete who is unable to provide an adequate urine or oral specimen at the testing time will be viewed as refusing to test and subject to the

provisions of this Policy in that regard, unless a special collection is approved by the Athletic Director. In the event a special collection is approved, the Athletic Director may arrange for the special collection to be performed at a specified location.

- 4.07 Failure to Complete Counseling Obligations. In the event of a positive test result, whether by reason of actual testing or as a result of deemed failure as provided by section 4.06, any student athlete who fails to attend a required evaluation with a counselor, fails to complete requirements established by a counselor, fails to submit to further drug tests which may be required or actual positive results on such further drug tests, or failure to complete educational requirements set forth by the counselor shall constitute a Second Positive Result.
- 4.08 Effect of Negative Results. Unless a student athlete has been deemed to have a Positive Test Result by reason of paragraph 4.06 above, a negative test result will conclude the procedures under this Policy as to the student athlete tested for purposes of the test performed.
- 4.09 Effect of First Positive Test Result. Whenever a drug test result indicates the presence of illegal drugs or banned substances in the urine or oral sample of a tested student athlete, or whenever a student athlete is deemed to have had a Positive Test Result pursuant to section 4.06, the following will occur:
- (a) Notification. Within 24 hours, the Athletic Director or designee will verbally notify the student athlete, the head coach, and the parent of the student athlete (if under 18 years old) of the positive result. A written notification will be forwarded to the student athlete within three working days, confirming the positive result. The student athlete will receive a Disciplinary Action Contract, which will be filled in their permanent file (Exhibit I).
 - (b) Suspension. The student athlete will immediately be suspended from the next twenty percent (20%) of all remaining competitions set or subsequently scheduled for the academic year (exclusive of scrimmages). In the event less than twenty percent (20%) games remain in the academic year, the suspension shall extend through the end of the next semester in which competitions are scheduled.
 - (c) Counseling. The Athletic Director will then schedule an appointment with a state certified Drug/Alcohol counselor for assessment and evaluation. The cost of assessment and evaluation, and any treatment or requirements made by the Drug/Alcohol counselor shall be borne by the student athlete.
 - (d) Reinstatement. Upon completion of the twenty percent (20%) suspension and the requirements of the Drug/Alcohol Counselor, the student athlete will be reinstated and authorized to compete in intercollegiate competitions.
- 4.10 Second Positive Test Result. Whenever a drug test result indicates the presence of illegal drugs or banned substances in the urine or oral sample of a tested student athlete, or whenever a student athlete is deemed to have had a Second Positive Test Result pursuant to section 4.09, the following will occur:
- (a) Notification. Within 24 hours, the Athletic Director or designee will verbally notify the student athlete, the head coach, and the parent of the student athlete (if under 18 years old) of the positive results. A written notification will be forwarded to the student athlete within three working days, confirming the positive result. The student athlete will receive a Disciplinary Action Contract (Exhibit I).
 - (b) Permanent Suspension. The student athlete will be permanently barred from any athletic practice or competition activities at Cameron University.
 - (c) Financial Aid and University Property. All financial aid pertaining to athletic activities will be canceled effective the date a student athlete incurs a Second Positive Result. All property of CU will be immediately returned by the student athlete to the head coach or other appropriate University personnel.

- 4.11 Challenges. If the student athlete or his or her parent/guardian/custodian wishes to contest the results of any actual urine or oral sample test, the person or persons who wish to assert a challenge must submit a written notice to the Athletic Director requesting that the sample be retested. The challenge must be submitted in writing within five working days following the date of the first notification (whether verbal or written) to the student athlete of positive test results. The Athletic Director or designee will notify the laboratory regarding the retest, and the laboratory will arrange for the split portion of the specimen to be submitted to another licensed and qualified laboratory for purposes of conducting a second test. The cost of any retest performed as a result of a challenge shall be borne by the individual requesting the challenge.
- 4.12 Confidentiality of Results. All drug test results will be considered confidential information and will be handled accordingly. All persons to whom results will be reported will be required to sign a Confidentiality Statement (Exhibit J).
- 4.13 Testing Facility Requirements. At a minimum, a testing facility must be capable of providing the following services:
- (a) Collection of Specimens. A testing facility will oversee the collection of urine or oral specimens described above. Chain of Custody forms will be completed by the testing facility which meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as reasonably practicable with respect to obtaining urine or oral specimens.
 - (b) Testing of Specimens. The testing facility will have all specimens tested for the specified illicit, illegal or banned substances listed above by a qualified laboratory certified by the appropriate licensing agency following applicable governmental regulations. The testing laboratory must be capable of testing for the drug classes listed, substances or their metabolites in collected urine or oral specimens.
 - (c) Medical Review Officer (MRO) Services. The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officer as having proven by examination to have had the appropriate medical training to interpret and evaluate drug tests and thus qualified for certification as a Medical Review Officer. The MRO must demonstrate a willingness to abide by the procedure for a random urine drug testing as set forth in this Policy, and to report findings to the Athletic Director in a timely and confidential manner. All results will be kept on file for a period of seven years.
 - (d) Reporting of Test Results by Vendor. The MRO will certify all urine and/or oral drug screens as negative or positive and report positive findings in a confidential manner to the Athletic Director.
 - (e) Statistical Reporting and Confidentiality of Drug Test Results. The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of Cameron University. However, the Vendor will provide the Building Principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.
 - (f) Repeat Testing Analysis. The MRO may use quantitative results to determine if positive results on repeat testing indicate a recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substances from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- 4.14 Alcohol Related Incidents. Any student athlete arrested as a result of alcohol or illicit drug behavior or violation of laws, while he/she is affiliated with any Cameron University athletic program during academic year (including any weekends, holiday, or school breaks), will be subject to the following sanctions:

- (a) The Athletic Director will determine whether the student athlete will continue to participate while charges are adjudicated.
 - (b) The Student Athlete will follow the same procedure as is applied when a student athlete incurs a First Positive Result, as set forth above, except that an automatic suspension will not apply prior to determine of guilt.
 - (c) In the event a student athlete is found guilty in a court of law, whether by reason of conviction or plea, the suspension described in section 4.09(b) or 4.10(b) above shall apply.
 - (d) A subsequent violation shall have the same effect as a Second Positive Result, defined above.
- 4.15 Safe Harbor Program. A student athlete may self-refer to the Department of Intercollegiate Athletics' "Safe Harbor Program" for voluntary evaluation and counseling (Exhibit C & D). A student-athlete is not eligible for the Safe Harbor Program after a notification of an impending drug test or after receiving notice of a positive Cameron University or NCAA Drug Test.

Consent to Perform Drug Testing

I/We hereby consent to allow the student athlete named on the Informed Consent Agreement form to undergo urinalysis testing or oral fluid testing for the presence of illicit or illegal drugs or banned substances in accordance with the Drug Testing Policy of the Cameron University Athletic Department.

I/We understand that the collection process will be overseen by qualified personnel.

I/We understand that any urine or oral samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I/We hereby give our consent to Drug Free Sport, selected by Cameron University, its designated laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical testing facility to perform urinalysis testing or oral fluid testing for the detection of illicit drugs or banned substances.

I/We further give permission to Drug Free Sport, selected by Cameron University, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical testing facility. We understand these results will be forwarded to the Cameron University Athletic Director, to the coach of the student athlete named on the Informed Consent Agreement form, to the individual selected by Cameron University to perform any required evaluation for further treatment, and will also be made available to me, and to my parents if I am under 18 years of age.

We understand that consent pursuant to this Informed Consent Agreement will be effective for all athletic sports in which this student athlete might participate during the current academic year.

We hereby release Cameron University, the Board of Regents for the University of Oklahoma and Cameron University, and its agents, representatives and employees from any legal responsibility or liability for the release of such information and records.

READ AND SIGN INFORMED CONSENT AGREEMENT! (EXHIBIT B)

Informed Consent Agreement

Student Name _____ Age _____

(Please Print)

AS A STUDENT ATHLETE:

1. I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of Cameron University rules, policies or regulations, including the Cameron University Drug Testing Policy.
2. I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Cameron University Athletic Department; or if I violate or fail policies or tests set forth in the Drug Testing Policy.
3. I understand and realize that there is risk of injury in participating in athletic activities.
4. I understand that when I participate in any athletic program, I will be subjected to random urine drug testing, or drug testing for probable cause or suspicion of drug use; and if I refuse, I will not be allowed to practice or participate in any athletic activities. I have read the consent on the reverse of this form and agree to its terms.
5. I understand this consent is binding as long as I remain a student at Cameron University.

Student Athlete `Signature _____

Date _____

AS A PARENT/GUARDIAN/CUSTODIAN:

1. I have read the Cameron University Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in athletic activities at Cameron University.
2. I pledge to promote healthy lifestyles for all student athletes of Cameron University.
3. I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in athletic activities.
4. I understand that my son/daughter/ward, when participating in any athletic program, will be subjected to random urine drug testing, or drug testing for probable cause or suspicion of use; and if he/she refuses, he/she will not be allowed to practice or participate in any athletic activities at Cameron University. I have read the consent on the reverse of this form and agree to its terms.
5. I understand this is binding while my son/daughter/ward is a student at Cameron University.

Parent/Guardian/Custodian Signature_____
Date_____
Parent/Guardian/Custodian Name (print)_____
Home Phone_____
Work Phone**READ CONSENT TO PERFORM DRUG TESTING (EXHIBIT A)**

Safe Harbor Program

A student-athlete may self-refer to the Department of Intercollegiate Athletics' "Safe Harbor Program" for voluntary evaluation and counseling. A student-athlete is not eligible for the Safe Harbor Program after a notification of an impending drug test or after receiving notice of a positive Cameron University or NCAA Drug Test.

The student-athlete who desires to self-refer to the Safe Harbor Program may do so by notifying the Director of Athletics, Head Athletic Trainer, Senior Women's Administrator, or Compliance Director, and completing the Request to Enter Safe Harbor Program form (Exhibit D).

The Department of Intercollegiate Athletics will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor Program, that positive will not result in any administrative sanctions. The Team Physician may suspend the student-athlete from play or practice if medically indicated. A student-athlete will be permitted to remain in the Safe Harbor Program up to thirty (30) days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program within thirty (30) days prior to NCAA or Lone Star Conference postseason competition.

While in compliance with the Safe Harbor Program, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by the Department of Intercollegiate Athletics. **Student-athletes in the Safe Harbor Program may be selected for the NCAA Drug Testing Program.**

The Director of Athletics, Team Physician, Head Athletic Trainer, Senior Women's Administrator, Compliance Director, University President, and Head Coach may be informed of the student-athlete's participation in the Safe Harbor Program. Other University employees may be informed only to the extent necessary for the implementation of this policy.

If a student-athlete tests positive on a second test for any banned substance after entering the Safe Harbor Program or fails to comply with the treatment plan, the student-athlete will be removed from the Safe Harbor Program. Any initial positive test under the Safe Harbor Program will be treated as a first positive, and the second positive test will result in action consistent with a second positive test.

Institutional Drug Education & Testing Program
Request to Enter Safe Harbor Program

I, the undersigned, request to enter the Cameron University Intercollegiate Athletics Safe Harbor Program. I understand that by this request, I will:

- Be immediately tested for drugs according to procedures described in the Cameron University Drug Education and Testing Program
- Be evaluated by the Team Physician and/or a substance abuse counselor, as determined by the Team Physician or Head Athletic Trainer.
- Follow and complete the prescribed counseling and treatment plan
- Be subject to further drug testing at a frequency prescribed by the Team Physician and/or counselor
- Remain in the Safe Harbor Program until released by the Team Physician and/or counselor for a period of time not to exceed 30 days, and
- Not be eligible for selection to participate in drug screening under the Cameron University Intercollegiate Athletics Drug Education and Testing Program, but

Will remain eligible for drug testing as mandated by the NCAA

Student-Athlete Name (printed): _____

Student-Athlete Signature: _____

Date: _____

For Head Athletic Trainer and/or Team Physician:

SA Eligible for Safe Harbor Program: _____ Yes No Reviewed

Safe Harbor Program with SA: _____ Yes _____ No

Signature: _____

Title: _____

Date: _____

Nutritional Supplement Advisory Form

Nutritional Supplement Advisory: Student-athletes are responsible for any substance ingested. Nutritional supplements may contain NCAA banned substances, resulting in a positive drug test and loss of NCAA eligibility or institutional eligibility. Student-athletes are encouraged to check with the Head Athletic Trainer or Head Strength and Conditioning Coach for questions about dietary supplements and NCAA banned drugs, before consuming any nutritional supplement or other substance other than food.

I, _____, fully acknowledge the risk of losing my eligibility (Student-Athlete printed name)

to participate in intercollegiate athletics if I take a nutritional supplement and subsequently have a positive test for a NCAA banned substance, regardless of the reason or purpose for taking such nutritional supplement(s).

I acknowledge and understand that the labeling on nutritional supplements and similar products can be misleading and inaccurate, and that sales personnel are paid to sell these products and cannot accurately certify that these products contain no substances banned by the NCAA. I understand that nutritional supplements are not regulated by any agency, and therefore I may be unaware of the true contents of a supplement, including the possibility that a supplement contains a banned substance. I understand that terms such as “healthy” and “natural” do not necessarily mean that the product is safe to take or use.

Before taking or using any supplement, I am solely responsible for taking appropriate steps to ensure that it does not contain any substance banned by the NCAA. With my signature below, I am certifying that I will not take or use any nutritional supplement until the product has been reviewed by the Head Athletic Trainer or Head Strength and Conditioning Coach. I understand that the review of supplement products by the Designated Responder does not necessarily deem the product(s) safe or free of NCAA banned substances.

More information on nutritional supplements can be found at:
www.drugfreesport.com/REC (password: ncaa2)

(Student-Athlete printed name)

(signature)

(date)

Nutritional Supplement Disclosure and Review Form

Nutritional Supplement Advisory: Student-athletes are responsible for any substance ingested. Nutritional supplements may contain NCAA banned substances, resulting in a positive drug test and loss of NCAA eligibility.

Through my signature, I acknowledge that I read and understood the Student-Athlete Nutritional Supplement Advisory and Review Form.

 (Student-Athlete printed name)

 (signature)

 (date)

I am taking or intend to take the following nutritional supplements:

Supplement Name & Manufacturer

Listed Ingredients

1. _____

2. _____

3. _____

4. _____

To be completed by the Head Athletic Trainer or Head Strength and Conditioning Coach

Notes: _____

 (Head Athletic Trainer or Head Strength and Conditioning Coach) (Signature)

 (Date)

 (Student-Athlete printed name)

 (Signature)

 (Date)

Probable Cause to Suspect Drug Use Notification Form

I, _____, under the probable cause to suspect drug use or
(Department of Athletics representative) abuse report the following objective sign(s),
symptom(s) or behavior(s) that I reasonably believe warrant

_____ be referred for possible drug testing under the (Name
of Student-Athlete) Department of Athletics Institutional Drug Testing
Policy.

The following sign(s), symptom(s), and/or behavior(s) were observed by me over the past _____
hours and/or _____ days. **Please check below all that apply:**

The Student-Athlete has shown:

_____ irritability

_____ loss of temper
_____ poor motivation

_____ failure to follow directions
_____ verbal outburst

_____ emotional
outburst

_____ sudden weight gain
_____ sudden weight loss
_____ sloppy hygiene and/or appearance

The Student-Athlete has been:

_____ late for practice

_____ late for class

_____ not attending class

_____ receiving poor grades

_____ missing appointments

_____ missing/skipping

meals

The Student-Athlete has demonstrated the following:

_____ dilated pupils
_____ constricted pupils

_____ red eyes
_____ smell of alcohol on breath at practice
or competition

_____ smell of marijuana
_____ staggering or difficulty walking
_____ constantly running and/or red nose
_____ over stimulated or “hyper”
_____ excessive talking
_____ withdrawn and/or less communicative
_____ periods of memory loss
_____ slurred speech
_____ combative behavior or fighting
_____ been arrested, detained in jail, or
received a citation for a drug related
offense

Other specific objective findings include:

(print name athletic staff member)

(signature)

(date)

Reviewed by:

Approved for testing:

(Director of Athletics)

(date)

____ YES ____ NO

If approved for testing, forward copy of this form to Head Athletic Trainer. Place original in Student-Athlete's permanent file

Cameron University Intercollegiate Athletics
Drug Testing Notification Form

Athlete: _____

Identification Number: _____ **Sport:** _____
 (Optional)

Date of notification: _____ Time of notification: _____ a.m./p.m.

I, The Undersigned:

Acknowledge being notified to appear for drug testing and have been notified to report to the drug-testing station at

_____, on _____ on or before _____ a.m/p.m.
 (location) (date) (time)

I will be prepared to provide an adequate specimen and will not over hydrate.

I understand that I may have a witness accompany me to the drug-testing site.

By signing, I have been notified of my selection for drug testing and am aware of what is expected of me in preparation for this drug-testing event.

Athlete's Signature: _____

I can be reached at the following telephone number on day of test: _____

Comments: _____

For Collection Use Only:

Void No. 1: pH: _____ specific gravity: _____ **Void No. 3:** pH: _____ specific gravity: _____

Void No. 2: pH: _____ specific gravity: _____ **Void No. 4:** pH: _____ specific gravity: _____

☐ **Oral Collection**

SPORTS DRUG TESTING REMINDER

Student

Athlete: _____

Date of Test: _____ Location: _____ Report Time: _____

Cameron University Intercollegiate Athletics
Disciplinary Action Contract

I, _____, understand that on _____, I
 (Student-Athlete name) (date)
 was found to have a positive drug test for the following substance(s):

MARIJUANA and/or MARIJUANA METABOLITES

☐ FIRST POSITIVE ☐ SECOND POSITIVE

STREET DRUGS and/or METABOLITES other than Marijuana

☐ FIRST POSITIVE ☐ SECOND POSITIVE

STEROIDS and/or MASKING AGENTS and/or METABOLITES

☐ FIRST POSITIVE ☐ SECOND POSITIVE

Following a meeting with the individuals whose signatures appear below, I understand that I will complete the appropriate sanctions for the offense as outlined in the Department of Intercollegiate Athletics' Institutional Drug Testing Policy.

☐ Completion of Drug Counselor Evaluation and recommendations: deadline _____/_____/_____

☐ Competition Suspension: _____ total contests, contest dates

☐ Dismissal from Intercollegiate Athletics Team and loss of athletics-related scholarship

Additionally, my Head Coach has imposed the following sanctions and/or requirements:

 Failure to comply with any of the above sanctions may result in my suspension, dismissal, and/or adjustment or termination of my scholarship.

I have read, understand, and agree to comply with the above.

 (Student-Athlete name printed)

 (Student-Athlete signature)

 (date)

 (Director of Athletics)

 (Head Coach)

Forward copy of this form to the Student Athlete. Place original in Student Athlete's permanent file

Cameron University Intercollegiate Athletics
Confidentiality Statement for Drug Testing Program

I, _____, acknowledge that I will be privileged to hear and see sensitive information related to results of drug testing performed on student athletes of Cameron University. I pledge to hold any information given to me in strict confidence, and will only release this information to others as dictated by Board or University policy or with properly obtained permission of the student athlete and parent/guardian/custodian.

Signature

Date



2022-23 NCAA Banned Substances

NCAA Division I Bylaw 12 and NCAA Divisions II and III Bylaw 14 require that schools provide drug education to all student-athletes. The athletics director or athletics director's designee shall disseminate the list of banned-drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified the list may change during the academic year, that updates may be found on the NCAA website (ncaa.org) and informed of the appropriate athletics department procedures for disseminating updates to the list. It is the student-athlete's responsibility to check with the appropriate or designated athletics and/or medical staff before using any substance.

The NCAA bans the following drug classes:

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances and mimetics.
8. Hormone and metabolic modulators.
9. Beta-2 agonists.

Note: Any substance chemically/pharmacologically related to any of the classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. All drugs within the banned-drug class shall be considered to be banned regardless of whether they have been specifically identified. Examples of substances under each class can be found at ncaa.org/drugtesting. There is no complete list of banned substances.

Substances and Methods Subject to Restrictions:

1. Blood and gene doping.
2. Local anesthetics (permitted under some conditions).
3. Manipulation of urine samples.
4. Tampering of urine samples.
5. Beta-2 agonists (permitted only by inhalation with prescription).

NCAA Nutritional/Dietary Supplements:

Before using any nutritional/dietary supplement product, a student-athlete should review the product and its label with the appropriate athletics department and/or medical staff.

1. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test.
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

As part of its responsibility to provide education about banned substances, athletics department staff should consider providing information about supplement use and the importance of having nutritional/dietary products evaluate by qualified staff members before consuming. The NCAA has identified Drug Free Sport AXIS™ (AXIS) as the service designated to facilitate student-athlete and institutional review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or dfsaxis.com (password ncaa1, ncaa2 or ncaa3).

THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES. DO NOT RELY ON THIS LIST AS EXHAUSTIVE OR TO CONFIRM OR RULE OUT ANY LABEL INGREDIENT THAT MAY CONTAIN A POTENTIAL BANNED SUBSTANCE.

Many nutritional/dietary supplements are contaminated with banned substances not listed on the label. It is the student-athlete's responsibility to check with the appropriate or designated athletics and/or medical staff before using any substance.

Drug Classes	Some Examples of Substances in Each Class	
Stimulants	Amphetamine (Adderall) Caffeine (Guarana) Cocaine Dimethylbutylamine (DMBA; AMP) Dimethylhexylamine (DMHA; Octodrine) Ephedrine Heptaminol Hordenine Methamphetamine <i>Exceptions: Phenylephrine and Pseudoephedrine are not banned.</i>	Methylhexanamine (DMAA; Forthane) Methylphenidate (Ritalin) Mephedrone (bath salts) Modafinil Octopamine Phenethylamines (PEAs) Phentermine Synephrine (bitter orange)
Anabolic Agents	Androstenedione Boldenone Clenbuterol Clostebol DHCMT (Oral Turinabol) DHEA (7-Keto) Drostanolone Epitrenbolone Etiocholanolone Methandienone	Methasterone Nandrolone (19-nortestosterone) Norandrostenedione Oxandrolone SARMs [Ligandrol (LGD-4033); Ostarine; RAD140; S-23] Stanozolol Stenbolone Testosterone Trenbolone
Alcohol and Beta Blockers (banned for rifle only)	Alcohol Atenolol Metoprolol Nadolol	Pindolol Propranolol Timolol
Diuretics and Masking Agents	Bumetanide Spironolactone (Canrenone) Chlorothiazide Furosemide <i>Exceptions: Finasteride is not banned.</i>	Hydrochlorothiazide Probenecid Triamterene Trichlormethiazide
Narcotics	Buprenorphine Dextromoramide Diamorphine (heroin) Fentanyl, and its derivatives Hydrocodone Hydromorphone Methadone	Morphine Nicomorphine Oxycodone Oxymorphone Pentazocine Pethidine
Cannabinoids	Marijuana Synthetic cannabinoids (Spice; K2; JWH-018; JWH-073) Tetrahydrocannabinol (THC, Delta-8)	
Peptide Hormones, growth factors, related substances and mimetics	Growth hormone (hGH) Human Chorionic Gonadotropin (hCG) Erythropoietin (EPO) <i>Exceptions: Insulin, Synthroid and Forteo are not banned.</i>	IGF-1 (colostrum; deer antler velvet) Ibutamoren (MK-677)
Hormone and Metabolic Modulators	Anti-Estrogen (Fulvestrant) Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole] PPAR-d [GW1516 (Cardarine); GW0742] SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)]	
Beta-2 Agonists	Bambuterol Formoterol Higenamine	Norocclaurine Salbutamol Salmeterol

Any substance that is chemically/pharmacologically related to one of the above drug classes, even if it is not listed as an example, is also banned.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting AXIS at 816-474-7321 or dfsaxis.com (password ncaa1, ncaa2 or ncaa3).



Travel

NCAA

Alcohol and Drugs

While traveling in a school vehicle and/or with students in which you are responsible for their safety, the consumption of alcoholic beverages or use of illegal drugs of any kind at any time is strictly prohibited. Violating this policy could lead to immediate termination.

Institutional Staff member

The consumption of alcoholic beverages and/or illegal drugs of any kind while traveling in a University or personal vehicle with or without students in which you are responsible for their safety is strictly prohibited. Violating this policy could lead to immediate termination. Should an institutional staff member discover a student-athlete is in possession and/or has consumed alcohol and/or illegal drugs, while under their supervision on an away from home event, the staff member must immediately suspend the SA from further participation and immediately report the incident to the AD or AAD. Further measures will be taken once the team returns to campus.

Student-Athletes

SA found to have consumed or be in possession of alcoholic beverages and /or illegal drugs, while representing the University on an away from home event, will be suspended immediately. Upon return to campus, the AD will meet with all involved parties and determine further action based on the departmental conduct and drug testing policy.

Student-Athlete Leaves Team

If a SA leaves or abandons a team and/or coach while on a road trip, the coach shall immediately call the AD or AAD to inform them of such. The coach shall next call the SA's legal guardian listed as the student-athlete's emergency contact no matter what the age of the SA. The third call shall be to the local police department to inform them of the situation. If at all possible, the student-athlete shall ride back home with the team. It would be the coach's decision as to the discipline of the SA. A loss of athletic financial aid could result.

Texting

State employees shall not engage in text messaging or texting while driving

When driving government vehicles or

When driving private vehicles on government business or

When using electronic equipment supplied by the State.

"Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

Student-Athlete/Personal Vehicle

All SA(s) will travel in University approved vehicles unless they provide written documentation from a parent or legal guardian acknowledging the student-athlete will be traveling in their personal vehicle to and or from team competition.

A SA may not transport another SA, student trainer, graduate assistant and/or student manager.

Team Lodging

Coaches may not share a room with a SA or SA(s).



General Policies

NCAA

Athletic Insurance

All SA(s), student managers, graduate assistants, student-trainers, and cheerleaders must have primary insurance coverage. Cameron University will provide secondary coverage through an outside provider, after any claim(s) have been filed with the primary provider. Cameron University will not cover any co-pays and/or deductibles required by SA's an individual's primary provider. For anyone who does not have primary insurance, the athletic department will make available an accident policy for purchase of primary coverage. Coaches may purchase primary accident coverage for their SA(s) out of their foundation accounts. Accident coverage should be no less than \$3,000.

Note: No SA will be allowed to participate in practice or competition without proof of primary coverage

Pass List-Home Contests

Each SA will receive 4 complimentary admissions in their respective sport. These will be administered through a pass list. Coaches are responsible for turning in their team's pass list to the Game Administrator 1 HOUR prior to game time. *Non-qualifiers may not receive comp admissions.*

Pass List-Away Contests

Men and Women's Basketball must travel with AND complete a Lone Star Conference pass list when traveling to "conference" games. Please be courteous and prompt when submitting pass list for LSC road games.

Pass List-Recruits, JC/HS Coaches

Please submit to the DC the names of recruit(s) & their guest(s) as well as Junior College/High School coaches (limit 4), who will be attending HOME volleyball, softball and/or basketball games by NOON on game day. All must enter the Pass Gate and sign the pass list.

Note Department Policy — SA(s) are not allowed to use any coaching staff's computer for any reason.

Athletics Equipment

Each coach is responsible for implementing a system for issuance and retrieval of athletics equipment.

Workout Charts (8 & 20hr.)

Workout logs are due in the compliance office by 5:00 pm each Wednesday, unless other arrangements are made! Failure to submit workout logs in a timely manner COULD result in missed practice by the Head Coach.

Monthly Recruiting Charts

Monthly recruiting charts are due in the compliance office within five business days subsequent to the last day of the month. Anyone certified to recruit off-campus must submit a monthly recruiting log.

NCAA Rules Education

All coaches are required to attend NCAA rules education meetings on a monthly basis. In some cases, coaches are responsible for presenting at the meetings.

Operational Accounts

All operational accounts, specifically sport-specific accounts, are subject to institutional control.

Outside Income - (Bylaw 11.3)

The institution, as opposed to any outside source, shall remain in control of determining who is to be its employee and the amount of salary the employee is to receive within the restrictions specified by NCAA legislation.

Furthermore, a staff member of a member institution's athletics department may not be compensated by an individual or commercial business outside of the institution for employment OR assistance in the production, distribution or sale of items (e.g. calendars, pictures, posters, advertisements, cards) bearing the names or pictures of SA(s)

Institutional athletics department staff members may not endorse, serve as consultants or participate on advisory panels for any recruiting or scouting service involving PSA(s)

Expenditure/Travel Approval

Any request for expenditure from an athletic program's accounts must first be approved by the Program Account Manager (Head Coach) of that specific athletic program prior to being submitted to the AD for approval. The Program Account Manager will have knowledge of all expenditures from the accounts of which he/she is responsible. The Program Account Manager is responsible for all activity within their specific accounts and in particular is responsible for any NCAA, LSC and/or CU violation that may occur within that program

Academic Misconduct

If a SA is known to commit any kind of academic misconduct, the SA shall be held accountable by the actions taken by the instructor and/or university. Such allegation(s) shall be reviewed by the AD, FAR and DC. An additional penalty may be imposed by the AD which could include a suspension of no less than 10% of the scheduled contests for that sport program's championship season. If there are not enough contests remaining in the championship season to fulfill the suspension, the suspension shall carry over into the next year's championship season. If the SA is known to commit a second case of academic misconduct, the SA shall be dismissed from the team, never to be reinstated. Additionally, a loss of athletics financial aid could be imposed by the AD.

Emergency Notification of At-Risk Behavior

An athletic department staff member, who includes all people employed by the CU Athletic Department, shall abide by the following procedure of notifying key personnel when at-risk behavior is displayed or occurs. At-risk behavior is defined as behavior or incidences occurring by an athletic department employee, SA or person directly affecting the health and/or safety of another person or themselves. This may include, but is not limited to: vehicular accident, physical fight, SA leaving the team while on the road, hospital admittance, etc... Procedure shall be as follows: staff person shall immediately call either the AD or AAD to report incident. Staff person shall make second call to the SA's legal guardian as listed on the student-athlete's emergency contact list. Staff person shall make third call to the local police. The contacted administrator (AD or AAD) shall notify the other administrator (AD or AAD) of the situation. The AD shall call the University President to inform of the situation. The AAD shall make this call if the AD is not available. The AD/ AAD shall call the CU campus police

Music

The Sport Information Director (SID) has **FINAL** approval of all warm-up, walk-up etc... music. Head coach must submit any and all music requests to the SID. The SID will not accept any submissions of music by student-athletes. The SID will review all lyrics for inappropriate language and innuendos.

Before final approval, the SID must review with AD.

Volunteer/Graduate Assistant

All volunteer/grad assistants for any program must meet with and be approved by the AD and/or DC. Graduate Assistants' compensation package may include up to 9 graduate hours, a single room waiver and a monetary stipend. Per "Graduate Program Retention Standards", no more than six semester hours with a grade of a C will be applied toward a graduate degree. Therefore, tuition and fees will be charged back to the GA's account should they earn a C beyond six semester hours. You may not terminate any GA without prior approval from AD.

Office Appearance

Office must be kept clean, tidy and in a presentable and professional manner because recruits, parents and or boosters may visit on occasion.

Office Hours

TBD.

Competition Behavior

If a coach and/or SA receives a technical, red card, and/or ejection from competition, away from home, the coach must notify the AD within 24 hours of the violation.

Bonus Program

This program is based on winning championships at the three post-season levels: Lone Star Conference (LSC), NCAA Regional or NCAA National, combined with performance excellence in the classroom:

Athletic	Academic	Bonus
LSC Championship (regular season or conference tournament)	Team GPA 3.0 or better	\$1,000 stipend
NCAA Regional Championship	Team GPA 3.0 or better	\$1,500 stipend
NCAA National Championship	Team GPA 3.0 or better	\$2,500 stipend

GPA's are for entire school year and based on NCAA calculations. Bonuses will be awarded upon posting of final spring semester grades and availability of funds.

This Coach's Bonus Program acknowledges team's outstanding performances on the athletic playing field and in the classroom.

INSTITUTIONAL POLICIES



PROCEDURES



Travel



Travel-Individual

You must submit a travel request any time you are traveling on University business under any one of the following conditions:

1. You want to reserve a University vehicle for individual or team travel;
2. You want to receive reimbursement for any portion of the trip,
3. You want to receive advance travel money,
4. You want to pay for a recruit's official visit,
5. Any time you travel on university business.

Note: All out-of-state travel requests must be submitted 72-hours prior to departure. If you are an instructor, and will miss class, you must have class coverage and signature approval of SES Dept. Chair, before submitting travel request to office manager

The Athletic Department's Office Manager will then submit forms for appropriate signatures on campus. You will be sent a copy of the request once the request has been approved or disapproved. If you have requested travel advance money, see Sarah Frederick for disbursement.

All air travel must be arranged through Adventure Travel if ticket(s) are to be paid by a university account. (George 250-4000) In some cases, you can get reimbursed through foundation for tickets purchased online. If you find a price difference of \$100 online, you can purchase online.

If you request mileage reimbursement for **OUT OF STATE TRAVEL**, you must have an airfare quote from Adventure Travel attached to your request along with a MapQuest.

Travel-Team

Note: You must submit the "Master Travel Roster" form to the Office Manager electronically 48 hours prior to departure for team travel

You must submit a separate travel request for team travel, requesting vehicles and reimbursement for lodging, meals, etc. for the SA. Do not request vehicles on your individual travel ---just reimbursement for lodging, meals, etc. Cameron employees must submit their reimbursement separate from the team's reimbursement if the trip is an overnight trip. If on a day trip only, coaches' meals can be included with team meals.

Please be aware of the following maximum passenger loads for university vehicles

Cameron Aggie Bus - 37, including driver - \$1.10 per mile – plus meals and lodging for driver

People Mover - 15, including driver - .82 cents per mile

Van -12, including driver - .66 cents per mile

Mini Vans - 6, including driver - .625 cents per mile

Car – 6, including driver - .625 cents per mile

Note There is a minimal charge (\$27.50/\$110) for vehicles. This is also applied if/when Physical Facilities. is not notified of cancellation:

Travel – Rental Vehicles

Cameron University personnel are not authorized to rent and/or travel in 15 passenger vans from any leasing company.

Travel-Recruit

All recruits making “Official” visits must have a travel request only if you are reimbursing the recruit. If you are purchasing a plane ticket for your recruit, a T3 must be submitted **BEFORE** the ticket is purchased. If you are reimbursing the recruit out of your auxiliary or E&G accounts, they must see the travel clerk to sign a claim jacket. If the recruit visit occurs when travel clerk is not available, make arrangements with the DC **BEFORE** the visit. If travel reimbursement is submitted to Foundation accounts, please see Office Manager.

Note: Recruit’s name should be on all travel requests. The HC signs for the recruit.



Reimbursement of Funds

NCAA

Team Travel

When requesting reimbursement through an *Auxiliary* or *E & G* account, you must submit a “Cameron University Business Office Team Travel Reimbursement Form”. Remember to sign all receipts! Attach a roster of all individuals who received a meal or meals. If you give your SA per diem for meals, you must use the “Cameron Athletic Team Meal Reimbursement Form” as your receipt for the meal(s). Each athlete must sign for the receipt of funds.

R13 Form

When requesting reimbursement through *Foundation*, use the R13 “Cameron University Foundation, Inc. Request for Travel Reimbursement” form. Attach a roster of all individuals who received a meal or meals.

Upon completion of appropriate forms, turn them in to the Office Manager for processing. Reimbursement requests should be completed within 5 business days after travel. You will receive an email reminder (cc to AD) if documentation has not been received by the office manager.

Travel reimbursement checks will be picked up for you by the office manager. A copy of the team travel reimbursement check or stub must be turned in to the Athletics office manager for accounting purposes.

Remember to apply any or all of your reimbursement to any travel advance money you may have received from Sarah Frederick in a timely manner

When requesting reimbursement through Auxiliary or E & G accounts for individual travel, email travel clerk in the business office with the date you left, date returned, destination, and if hotel provided meals. Also include hotel receipts or any miscellaneous receipts.

Note: Write on the travel request, the amount you will receive and return the form to the Office Manager for accounting purposes

R12 Form

When requesting reimbursement through **Foundation**, use the R12 “Request for Travel Reimbursement Form”. Turn in within 5 business days after travel to office manager for processing.

Note: Departmental policy prohibits “per diem” reimbursement through Foundation accounts. Meals must be claimed with receipts

Foundation Reimbursements

Reimbursement from Foundation other than travel should be submitted with the “Cameron University Foundation, Inc. Request for Payment” (R13) form. Signatures must be on all receipts.

Note: If the vendor is in the state of Oklahoma, you must pay state tax and the receipts must reflect the state tax

Recruit Reimbursement

- Employee Reimbursement
 - PSA visit (official or unofficial) – Immediately upon conclusion of the visit, submit all receipts for meals, lodging, host money etc..., and include the name(s) of everyone that received meals, lodging etc... on the receipts(s). Please remember to make a copy of reimbursement request and receipts for recruit file before submitting to Office Manager.
 - Off-campus recruiting – Same guidelines as individual travel.
- Prospective SA (PSA) Reimbursement
 - Mileage – Contact the University Travel Clerk for maximum allowable mileage reimbursement and submit request through sport's foundation account
 - Airline, Ticket, Food, and/or lodging – Submit receipts to sport's foundation account
 - When reimbursing out of *auxiliary account*, PSA must see travel clerk while on visit.
 - When reimbursing from Foundation, if you wish to place a “cap” on reimbursement to the recruit, this amount should be shown on the Foundation Request for Reimbursement form as “Max \$”

Purchase Order/Requisitions

Purchase Orders must be obtained by submitting a “Requisition” with all required information. In order to pay on a Purchase Order, the Invoice date must be on or after the Purchase Order date.

Note: Be sure to make copies for your files. Copies of originals submitted will be kept in the athletics office

****PER AUDIT REVIEW: Please adhere to the following Purchase Order procedure:**

- Coach contacts vendor and receives quote for desired item,
- Coach submits order quote to Office Manager,
- Office Manager request P.O from business office,
- Once P.O. is received Office Manager scans P.O. to coach,
- Coach sends P.O. to vendor to place order
- Order is received – coach will verify merchandise is accounted for,
- Vendor will send invoice to CU Athletics for payment,
- Office Manager has coach sign invoice and submit for payment



Facility Request/Work Orders

NCAA

Facility Request

All facility request(s) are submitted online at www.cameron.edu or via AggieAccess. This includes requesting your practice and playing facility. Attach your playing and practice schedules to the facility request. This will ensure there will not be any overlap of activities in your facility. You must direct all request for use of any athletics facility to Associate Athletics Director.

Work Orders

If you need work done to any facility, office etc... contact Athletics Office Manager for A.D. approval and processing.

Computer Issues

Contact IT by email at support@cameron.edu or dial extension 2454.



Cash Handling & Receipts

NCAA

All cash and check receipts will be processed through the Athletics Office Manager. This includes any donations, fundraisers, activities, etc. A copy of the signed deposit will be returned to the coach for confirmation of deposit.

A cash receipt must be written to anyone that you receive cash from. A copy of the receipt will be provided along with the cash to the Office Manager for deposit. Cash receipts written for sale of product or for participation in an event must indicate that it is not a tax-deductible donation. Cash receipt books used are 3 part forms (white copy to payee, yellow copy with cash, permanent record in book). Checks should be made payable to **Cameron University Foundation** if they will be deposited into a foundation account. Periodic deposits should be made during the duration of the activity for security purposes. For auxiliary deposits, checks should be written to **Cameron University**. Place the name of your sport on the memo line; a cash receipt book and check endorsement stamp can be “checked out” at the Athletics office manager desk.

Any function or activity you are in charge of must have a “package” turned in upon completion. This package includes the initial documentation, such as registration form, event flyer, a list of attendees or donors, any comps including names, along with funds to be deposited, and copies of deposit documentation (provided by the Office Manager at time of deposit). A file will be created and stored in the filing cabinets for 7 years to conform to current statutes. This constitutes the initiation of a money transaction, so we are required to store the file (i.e. Volleyball All Niter fundraiser, Hit-A-Thon).

If you are selling goods for fundraising, an inventory must be kept of product, sales, comps, damages, etc., to be reconcilable in full. All documentation must be kept from initiation of order to the completion of the fundraiser and turned in to the Office Manager. (Some examples include concession stand sales, t- shirts, sunglasses, etc.)

Proper records for Ticket Sales to an event begin with logging the first ticket number sold, and the ending ticket number sold. This will be reconciled to the deposit. (Written cash receipts not required in this case).

APPENDIX A



DISASTER PLAN

CAMERON UNIVERSITY

Athletic Department

Business Continuity/Disaster Recovery Plan

In case of a disaster and in order to continue business as close to normal as possible during and immediately after a disaster, the following guidelines will be adhered to in the event Cameron athletic facilities are deemed unusable for practice and/or competition:

Aggie Gym

Practice

Basketball/Volleyball shall be conducted in the Cameron (CU) Recreation Center. If CU Recreation Center is not available or it is deemed the teams need additional space, local high school/middle school basketball courts will be explored. Additional venues for consideration are the local YMCA and the Great Plains Coliseum.

Spirit shall be conducted in the CU Recreation Center. If CU Recreation Center is not available or it is deemed the teams need additional space, the Shepler and McCasland Ballrooms will be explored. Local high school/middle school indoor practice areas as well as the local YMCA and the Great Plains Coliseum are options.

Competition

Basketball games shall be conducted at the local high schools with The University of Science and Arts- Oklahoma (USAO) (Chickasha) and Midwestern State University (MSU) (Wichita Falls) as options.

Additional options are the Great Plains Coliseum and playing the games at the site of the visiting team. Universities in the Oklahoma City area (University of Central Oklahoma, Oklahoma Christian University, Oklahoma City University) and Western Oklahoma State College (Altus) would be explored.

Volleyball matches shall be conducted at the CU Recreation Center with local high schools as options. USAO and MSU are additional options as well as playing the matches at the site of the visiting team. Universities in the Oklahoma City area (University of Central Oklahoma, Oklahoma Christian University, and Oklahoma City University) would be under consideration.

McCord Baseball Field –

Practice

Baseball shall be conducted locally at the high schools. Local city recreation fields are an option with modification. Cameron football stadium can be used for modified practices.

Competition

Baseball games shall be conducted at the local high schools with USAO as an option. Playing the games at the site of the visiting team shall be considered. Universities in the Oklahoma City area (University of Central Oklahoma, Oklahoma Christian University, Oklahoma City University) and Western Oklahoma State College (Altus) would be explored.

McMahon Softball Field –

Practice

Softball shall be conducted locally at the high schools. Local city recreation fields are an option with modification. Cameron football stadium can be used for modified practices.

Competition

Softball games shall be conducted at the local high schools with USAO and MSU as options. Playing the games at the site of the visiting team shall be considered. Universities in the Oklahoma City area (University of Central Oklahoma, Oklahoma Christian University, Oklahoma City University) and Western Oklahoma State College (Altus) would be explored.

Streich-Henry Family Tennis Complex –

Practice

Tennis shall be conducted locally at the Lawton Country Club, high schools (MacArthur, Eisenhower, Lawton High), and the 38th Street City Courts.

Competition

Matches shall be scheduled at MSU or in the Oklahoma City area where there are more options; Oklahoma City Tennis Center, University of Central Oklahoma, University of Oklahoma, Westwood Racquet Club (Norman). Visiting team sites are options.

Terry Bell Golf Center –

Practice

Golf shall be conducted at the local golf courses; Lawton Country Club, The Hill Golf Club at Fort Sill, and The Territory Golf Club (Duncan).

Note: Cross Country/Track

There is currently no set facility for this program, but if certain areas in and around campus were deemed unusable by the teams, Elmer Thomas Park, Green Soccer Complex, and the Wildlife Refuge would be options for practice as well as the streets in Lawton proper.

Teams are on Travel with a disabled vehicle or vehicles:

In case of a disaster and in order to continue business as close to normal as possible during and immediately after a disaster, the following guidelines will be adhered to:

- Always contact your immediate supervisor (Jim Jackson, AD, 580-678-6479) in order to communicate your situation. Always continue to update supervisor until safely back to campus.
- Determine if the vehicle or vehicles are safely drivable or repairable within a reasonable amount of time. If either, upon approval of your supervisor, proceed with repair or return home.

If neither:

- Inquire on rental bus transportation back to campus – if available and cost. Inquire on rental van transportation back to campus – if available and cost.
- Inquire on air transportation back to campus – if available and cost. (Adventure Travel)
- Inquire on bus transportation back to campus – if available and cost. (Adventure Travel)
- Inquire on availability of Cameron Transportation vehicles and drivers to pick up team.
- Inquire on borrowing host institution's vehicle or vehicles.

The above options may or may not be feasible. It is important to communicate with your supervisor for approval in order to proceed. The supervisor will communicate with University President.